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United Nations Industrial Development Organization

**GUIDE TO TRAINING OPPORTUNITIES
FOR INDUSTRIAL DEVELOPMENT**

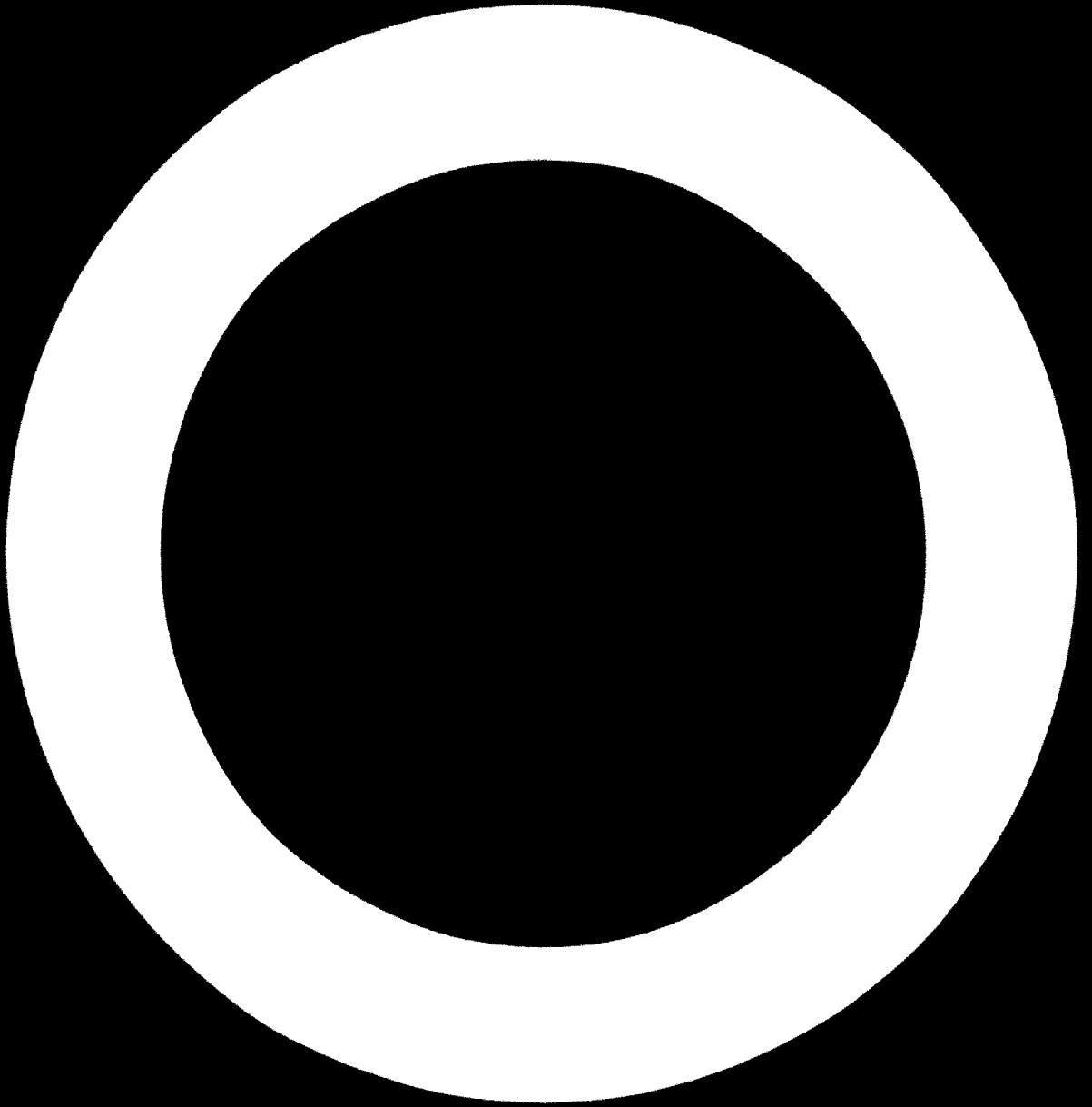
French text

**APERÇU DES MOYENS DE FORMATION
POUR LE DEVELOPPEMENT INDUSTRIEL**

Texte français

**REPERTORIO DE OPORTUNIDADES DE CAPACITACION
PARA EL DESARROLLO INDUSTRIAL**

Texto español



PREFACE

This compilation of industrial training opportunities for men and women first appeared in the autumn of 1964. It was prepared by the Economic Commission for Africa and the Economic Commission for Asia and the Pacific.

The increasing tendency to attract women to industrial training opportunities has continued. There are many opportunities for training men and women in a wide range of fields to help to attain the objectives of the development process.

The compilation is divided into three parts: (1) countries in Africa, (2) countries in Asia and industrial training and (3) countries in Latin America. It is hoped that it will be of interest to all those who are concerned with the development of men and women in industry and agriculture, particularly in the field of technical, managerial and administrative training, and that it will be of use to the United Nations executive agencies.

Since UNIDO is not in a position to give financial help, it is hoped that it will be of use to the organizations; a mailing address appears on the inside cover.

The training opportunities listed here are not limited to men and women who are holders of United Nations Fellowships, but may apply to all those who are interested in the field of industrial training. However, that is not meant to imply that the United Nations executive agencies are not interested in the field of industrial training.

Information on training facilities in a wide range of countries is available from the Economic Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA).

It is hoped that the promising developments in the field of industrial training will be of use to all those who are interested in the field of industrial training. A new questionnaire on new training programs for men and women is available, in fact. The questionnaire is available on request.

PREFACE

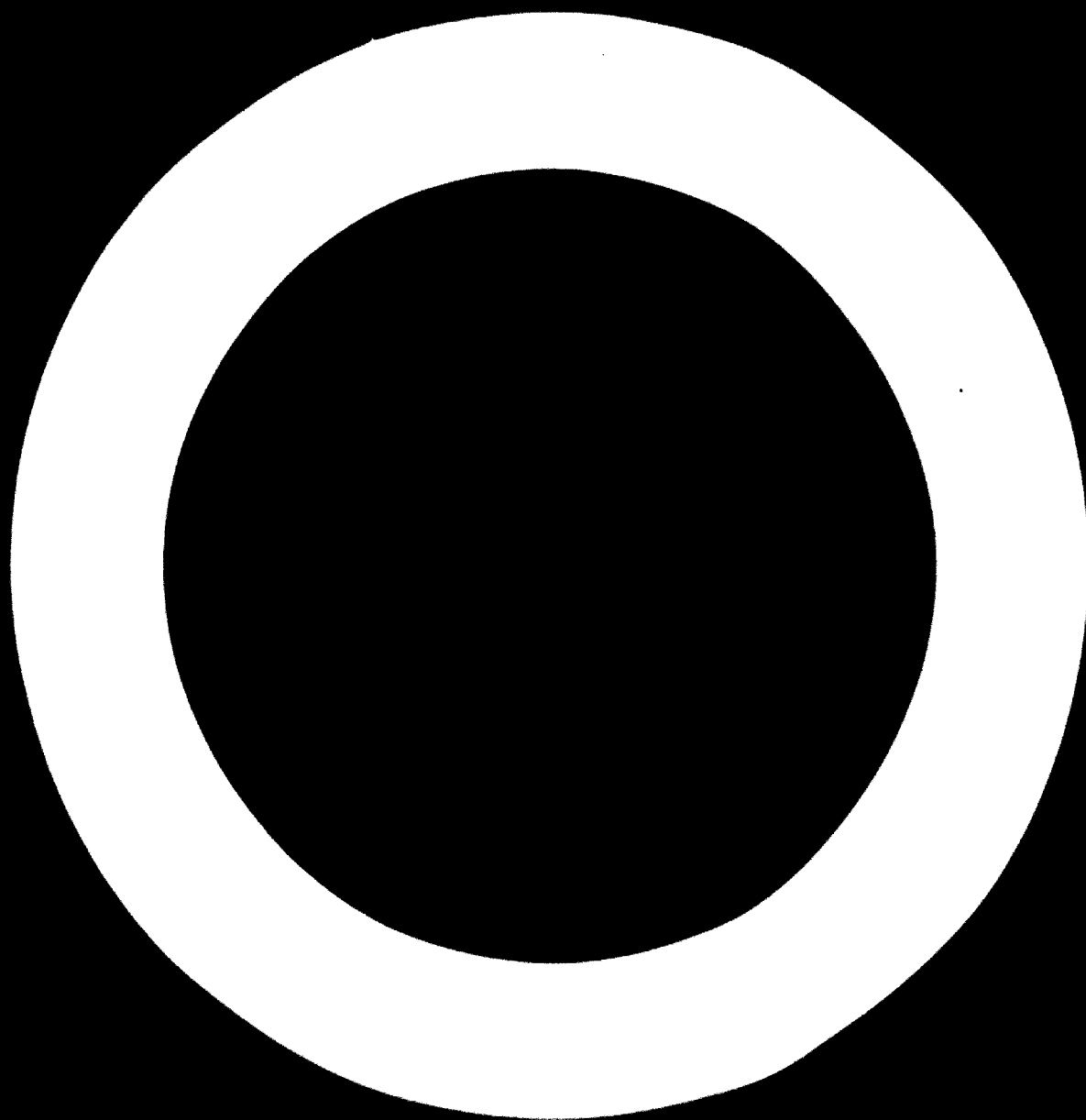
Le présent répertoire des possibilités de formation industrielle offertes aux femmes dans le monde est le résultat de la coopération de l'OMUDI publié pour la première fois dans le courant de l'automne 1964. Les renseignements sur les possibilités de formation industrielle ont été fournis par les gouvernements, d'organisations et d'institutions s'occupant de formation, en réponse à un questionnaire.

On notera que la place accordée aux moyens de formation existant dans les pays en voie de développement n'est pas uniforme. À assurer la formation des stagiaires dans des pays qui ne diffèrent pas trop de leur pays d'origine. À assurer la formation des stagiaires dans des pays qui ne diffèrent pas trop de leur pays d'origine. À assurer la formation des stagiaires dans des pays qui ne diffèrent pas trop de leur pays d'origine.

Ce répertoire est divisé en trois parties : 1) possibilités de formation offertes par l'OMUDI, 2) possibilités de formation offertes par les gouvernements, d'organisations et d'institutions s'occupant de formation, et 3) possibilités de formation offertes par les gouvernements, d'organisations et d'institutions s'occupant de formation.

Pour obtenir de plus amples renseignements sur les stages autres que ceux réalisés par l'OMUDI, les intéressés peuvent adresser leurs demandes aux adresses indiquées dans les rubriques correspondantes.

L'usage des moyens de formation indiqués n'est pas réservé aux titulaires de bourses des Nations Unies. À l'exception des bourses des Nations Unies, les demandes de bourses de développement peuvent être adressées à l'OMUDI. Les bourses des Nations Unies doivent être désignées par leurs gouvernements ou leurs organisations s'occupant de formation. Les bourses des Nations Unies doivent être désignées par leurs gouvernements ou leurs organisations s'occupant de formation.



Des renseignements sur les possibilités de formation en de nombreux domaines peuvent être obtenus auprès des secrétariats de la Commission économique pour l'Afrique (CEA), de la Commission économique et sociale pour l'Asie et le Pacifique (CESAP) et de la Commission économique pour l'Europe (CEE).

L'ONU espère pouvoir fournir des renseignements de plus en plus complets à l'avenir, dans les pays en voie de développement. Elle prépare actuellement un nouveau questionnaire en vue de la publication de la quatrième édition de ce répertoire, prévue pour la fin de 1977. Cette édition sera destinée à offrir des possibilités de formation pour l'année 1978. Pour l'établir, l'ONU compte sur la coopération de tous les gouvernements en mesure de lui fournir des informations.

PREFACE

La présente compilation de opportunités de capacitación industrial para personal de países en desarrollo constituye la cuarta edición, revisada y ampliada, de una publicación de la ONU que apareció por vez primera en el otoño de 1972. Las 500 anotaciones, aproximadamente, que contiene se basan en las respuestas a un cuestionario dadas por diversos gobiernos, organizaciones y otras entidades que se ocupan de la labor de capacitación.

Si bien en aumento la tendencia, ya señalada en la anterior edición, a ofrecer este tipo de servicios de capacitación no sólo en países industrializados sino también en países en desarrollo. Por muchos conceptos, resulta ventajoso formar al personal en países extranjeros que no difieren demasiado de los propios. Además, al permitir un mayor acceso a los servicios de esta índole radicados en los países en desarrollo, se aliviará en parte las dificultades que enfrenta la organización de estos tipos de capacitación adecuados en los países industrializados, cuyos servicios están ya excesivamente recargados.

La compilación está dividida en tres secciones: 1) oportunidades de capacitación organizadas y ofrecidas por la propia ONU; 2) oportunidades de capacitación clasificadas por ramas y funciones industriales, exceptuados los cursos cortos de menor de diez días; 3) cursos no comprendidos en estas divisiones — en donde se han clasificado y compilado los cursos que pueden ofrecer interés como componentes de otros programas de capacitación, de contenido más amplio y de mayor duración. Los oportunitades de capacitación aquí compiladas resultan adecuadas, primordialmente, para personal técnico, directivo y administrativo de alto nivel (de categoría equivalente o superior a la de un ingeniero) involucrados en los negocios, de los diversos campos de la industria y el desarrollo industrial. Con escasas excepciones, no se han incluido cursos que forman parte de los planes de estudio ordinarios de las universidades o instituciones similares.

Dado que a la ONU no le es posible dar más detalles sobre los cursos que ofrecen otras organizaciones, se ruega a los lectores que deseen información adicional al respecto que se dirijan directamente a estas organizaciones, cuyas direcciones figuran junto a cada anotación.

Las oportunidades de capacitación aquí compiladas no se ofrecen sólo a los becarios de las Naciones Unidas. Cualquier persona calificada de un país en desarrollo, que se haya solicitado u obtenido una beca de las Naciones Unidas, puede solicitar su admisión o ser presentada como candidato a participar en uno de los cursos. Para los interesados en otras ramas pueden dirigirse directamente al organizador del curso. Ahora bien, las candidaturas a becas de las Naciones Unidas deben ser presentadas por los respectivos gobiernos, por conducto del Programa de las Naciones Unidas para el Desarrollo (PNUD), el organismo de ejecución correspondiente del sistema de las Naciones Unidas.

Puede solicitarse información sobre servicios de capacitación, en un amplio espectro de materias, a las secretarías de la Comisión Económica para África (CEPA), la Comisión Económica y Social para Asia y el Pacífico (CESAP) y la Comisión Económica para Europa (CEE).

Se espera que esta publicación de la ONU continúe su evolución prometedora en beneficio de todos aquellos países que requieren capacitación en la esfera industrial. Se está preparando un nuevo cuestionario para la quinta edición, cuya publicación está prevista para finales de 1976, que comprenderá las oportunidades disponibles en 1977, en la medida de lo posible, en 1978. Se agradecerá la colaboración que puedan prestar todos los interesados.

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TRAINING OPPORTUNITIES OFFERED BY UNIDO

UNIDO IN-PLANT GROUP TRAINING PROGRAMMES

UNIDO organizes In-Plant Group Training Programmes for Engineers and advanced technical personnel from developing countries, in co-operation with the host countries as well as industries and institutes having specialized know-how and experience in the relevant field of industry.

The objective of the Programmes, which run from two to five months, is to provide the participants, in a relatively short time, with specialized training, experience and an opportunity to upgrade their theoretical knowledge. The Programmes are manned by experts and are, in general, composed of a theoretical part, an introduction; studies; actual in-plant training; and study visits. Each Programme concludes with an evaluation sheet during which the participants express their views of what they have learned in the light of the conditions prevailing in their home countries.

A number of the UNIDO In-Plant Group Training Programmes are listed below. Some are conducted annually, others biannually, others on a fixed schedule. Participants organized subject to the availability of funds and suitable host facilities. Most of the Programmes are organized through appropriate Government channels. Those for which formal applications for participation should be submitted to UNIDO through appropriate Government channels and the UNF Resident Representative in the concerned country are asked to notify UNIDO as early as possible of their interest in, and possible candidates for, specific programmes.

The general requirements for admission are a degree in engineering (or equivalent) and several years of practical experience in the respective field. Further information may be obtained from:

Industrial Training Section
United Nations Industrial Development Organization
P.O. Box 700, A-1011 Vienna, Austria

Field of study	General description	Venue	Duration	Commencing	Language
Food processing industry	New methods and techniques for food processing and preservation, organization and management of food processing industry. Quality control, packaging and storage. In-plant training in and study visits to fruit and vegetable, rice, oilseed processing and protein food manufacturing plants.	Central Food Technological Research Institute Mysore, India	3 months	March	English
Cereal processing	Modern trends in cereal (wheat and maize) processing, drying, packaging, storage, milling, milling products, manufacture of cereal, cakes and biscuits. Quality control and laboratory testing. In-plant training in bread-making, confectionery and biscuit manufacture.	Tropical Products Institute London United Kingdom	4 months	February	English
Fruit and vegetable processing	Fruit and vegetable processing technology, quality control, laboratory testing, packaging and storage. In-plant training in food and fruit processing industry and research organizations.	Tropical Products Institute London United Kingdom	3 months	July	English
Production management of mechanical industry	Modern trends of production management; machinery, iron and steel and equipment manufacturing. Case studies on production planning and control, quality control, process innovation, introduction of new equipment etc. Practical training in mechanical, electrical engineering and metalworking plants.	Association for Overseas Technical Scholarship Tokyo Japan	2 1/2 months	September	English
Diesel engines	Practical know-how and experience in technological, economical and managerial aspects on the utilization, operation and maintenance, design and production of diesel engines and spare parts. In-plant training in the production plants on manufacturing of diesel engines and spare parts or on maintenance operations.	TES-Institute Prague Czechoslovakia	3 months	September	English

Field of study	Content/Description	Venue	Duration	Commencing	Language
Electric welding	Technology and equipment for electric fusion, resistance, welding processes, modern welding, arc power resources, welding material and structures, constructive technological designing of welded metal structures, quality control of welded material, etc. In-plant training in plants manufacturing electric welding equipment, metalworking industry as well as laboratories.	K.O.Paton Electric Welding Institute Kiev Ukrainian Soviet Socialist Republic	4 1/2 months	March	English
Metalworking industry	Planning, executing and supervising of the manufacturing processes of machine parts; design of jigs and fixtures, design and use of cutting tools; operation and maintenance, quality control and economics of metalworking operations, etc. Practical studies in laboratories and in-plant training in metalworking industry.	Lumumba University Moscow Union of Soviet Socialist Republics	4 months	March	English
Iron and steel industry	Theory in technological process of equipment, economic planning, management, maintenance. In-plant training in foundry, blast furnace, sintering plant, open hearth plant, rolling mills, refractory maintenance.	Zaporozhstal Zaporozhye Ukrainian Soviet Socialist Republic	5 months	May	English
Fertilizer industry	Technology and planning of mineral fertilizer production. Raw material, present development prospects of world production of mineral fertilizers. Key processes and operations and their economic evaluation. Scientific research work on fertilizer production with in-plant training in nitrogen fertilizer or phosphate fertilizer plants.	Ministry of Chemical Industry Moscow Union of Soviet Socialist Republics	3 months	March	English
Petrochemical industry	Sources of raw material, technological processes, industrial equipment and unit operations, process control, maintenance and development prospects of petrochemical industry. In-plant training in the fields of plastics, fibres, or nitrogen fertilizers.	Joint UNIDO/Romania Centre Bucharest Romania	2 1/2 months	September	English
Plastic technology	Techno-economic aspects of plastic production, plastic fabrication technology, utilization of plastics, equipment and tool design. Problems affecting the development of plastic industry. Plant studies in Austria, vis.à vis to other countries.	Laboratorium für Kunststofftechnik Vienna Austria	1 month	September	English
Pulp and paper	Pulp and paper industry processes and modern methods and equipment related to maintenance, instrumentation, environment, plant layout, long range planning, industrial management. In-plant training in wood handling, mechanical, high yield, sulphite, sulphate pulps, newsprint, kraft paper, cardboard and coated paper plants, pulp and paper machinery, equipment manufacturing plants, pulp and paper research and testing laboratories.	Sveriges Skogsindustrierförbundet (SSIF), Markaryd Sweden	3 months	March	English
Shoe industry	Production techniques in shoe, boot and leather industry. Managerial and organizational aspects of production, plant design of boot and shoe industry, scientific research in leather and leather goods, in-plant training in shoe manufacturing plants.	TES-Institute Prague Czechoslovakia	2 1/2 months	September	English
Textile industries	Raw materials, mechanical and chemical processing of textiles, production economics and organization, maintenance of textile machinery and environmental aspects related to textile industry. The programme will include laboratory and in-plant training in spinning, weaving, finishing or knitting.	Instytut Fizyki Młokna i Chemiczne Obrobki Młokna Lodz, Poland	3 months	March	English

Field of study	General description	Venue	Duration	Commencing	Language
Documentation and industrial information	Function of industrial information in industrial development, retrieval systems and its practical application, classification systems, information systems for industry. Practical training in industrial information and documentation and study visits to specialized institutes providing information services to industry.	VIMI All Union Institute for Scientific and Technical Information Moscow Union of Soviet Socialist Republics	3 months	September	English/ French/ Spanish
Development of industrial exports	Techniques of production management for industrial export.	In co-operation with the University of Ghent; Brussels, Belgium	10 months	October	English
Management of maintenance and repair services	Industrial maintenance organization, preventive maintenance, economic aspects of maintenance, training of maintenance personnel. In-plant training in steel, cement, mechanical and electro-mechanical, ship building, telecommunication and transportation industries.	Istituto per la Ricostruzione Industriale (IRI) Rome, Italy	3 months	September	Spanish
Organization and management of maintenance systems	Maintenance organization; techniques and methods including objectives, planning, methods, control systems, spare parts and material control used in maintenance systems; project planning and control, reliability engineering, training of maintenance personnel. In-plant training in maintenance organization, preventive maintenance planning or maintenance management control in mechanical, metallurgical and chemical industry.	Svenska Arbetstgivarutbildningen SAF, A11-RÄTT Lidingö, Sweden	4 months	March	English
Maintenance of bio-medical electronic equipment	Technical and managerial questions related to the general and specific techniques for systematic fault diagnosis of bio-medical electronic equipment; i.e. fundamentals of electronics, trouble shooting in electronic equipment, maintenance testing, calibration and safety of bio-medical electronic equipment and its application, and maintenance management. In-plant training in related fields.	Hungarian Instrument Manufacturers, Budapest, Hungary	2 1/2 months	September	English
Maintenance and repair of railroad equipment	Short and long term planning of workshop performance, workshop operations and progress control, economic principles of maintenance and repair of rolling stock and technical and economic control. Purchasing and storage of materials and the use of computers. Practical training in railway workshops and study tours to plants manufacturing railway equipment.	Federal Railways Frankfurt and Carl Duisberg Ges. Cologne Federal Republic of Germany	2 1/2 months	August	English
Maintenance organization in woodworking industry	General principles of maintenance organization, maintenance planning and production planning and control, maintenance economy, time estimation, organization maintenance and repair workshops. In-plant training in related workshops and plants in the woodworking industry.	Rator-Instituutti Helsinki Finland	2 1/2 months	July	English
Maintenance houses and tracks	General principles of maintenance; preventive maintenance; workshop organization. In-plant training in maintenance workshops for houses and for tracks.	Brussels, Belgium	2 1/2 months	September	French

Field of study	General description	Venue	Duration	Commencing	Language
Integrated industrial management techniques and systems	Industrial management with emphasis on production management, marketing and financial management, and management control. Industrial planning, control, organization and co-ordination in the management process. In-plant training in steel, cement, mechanical and electro-mechanical, ship-building, food processing, telecommunication and transportation industries.	Istituto per la Ricostruzione Industriale (IRI) Rome, Italy	3 1/2 months	March	Spanish
Industrial co-operatives	Industrial co-operative form of enterprise organization, their management and economy, construction and integration of industrial co-operatives. In-plant training in industrial co-operatives in leather, clothing, furniture, sporting goods or handblown glassware industry.	Polish Central Union of Workers' Productive Co-operatives Warsaw, Poland	3 1/2 months	July	English or Spanish
Organization of standardization systems in manufacturing industries	Basic principles of standardization, metrology, quality theory, economics of standardization, organization and management of standardization services in developing countries. Standardization in engineering, light industry, food, metallurgical industry, etc. Practical work in laboratories, standardization organizations and industry. Study visits to various factories and institutions.	Goststandart USSR Moscow Union of Soviet Socialist Republics	4 months	March	English
Quality control	Basic concepts of quality control, inspection, statistical methods in quality control, metrology, organization of quality control specifications, manufacturing, planning for quality, economics of quality, motivation for quality, etc. Practical training in industry on specified aspects of quality.	ALI-BATI Lidingö, Sweden Svenska Arbetares- föreningen (SAP)	2 months	August	English

FORMALITES DE FORMATION OFFERTES PAR L'ONUDI

STAGES DE FORMATION EN GROUPE DANS L'ENTREPRISE ORGANISEES PAR L'ONUDI

L'ONUDI organise, en coopération avec les gouvernements des pays hôtes et avec le concours d'entreprises industrielles et d'institutions spécialisées, dans des pays développés, des programmes de formation collective dans l'entreprise à l'intention d'ingénieurs et de techniciens supérieurs de l'industrie manufacturière.

Ces stages, dont la durée est de deux à cinq mois, ont pour objectif de permettre aux participants d'acquérir, dans le laps de temps relativement court, une solide expérience pratique et de parfaire leurs connaissances théoriques. Ils sont dirigés par des experts et comprennent en général quatre séminaires à savoir une introduction théorique, des études, une formation pratique dans des entreprises et des visites d'établissements. Chaque stage se termine par une session d'évaluation au cours de laquelle les participants font le point des avantages qu'ils ont retirés de la formation dispensée, compte tenu des conditions existantes dans leur pays.

On trouvera ci-après une liste de stages de formation collective. Certains d'entre eux ont lieu chaque année, d'autres à des intervalles de plusieurs années. Les besoins. Tous les stages sont organisés sous réserve de disposer des fonds nécessaires et de trouver dans le pays hôte des experts de formation admissibles. La plupart des stages ont un caractère interrégional; quelques-uns sont ouverts seulement aux participants venant de certaines zones géographiques.

Les candidatures doivent être présentées à l'ONUDI par l'intermédiaire des services officiels compétents et du Représentant adjoint à l'ONUDI. Les candidatures sont priées de faire savoir le plus rapidement possible à l'ONUDI s'ils sont intéressés par tel ou tel stage et en indiquant le présentier des candidats.

Les conditions générales d'admission sont les suivantes : être titulaire d'un diplôme d'ingénieur ou d'un diplôme équivalent et justifier de plusieurs années d'expérience dans le domaine sur lequel porte la formation.

De plus amples renseignements sur ces stages peuvent être obtenus à l'adresse suivante : Section de la formation industrielle
 Organisation des Nations Unies pour le développement industriel
 Boîte postale 707
 A-1011 Vienne (Autriche)

Field of study	General description	Venue	Duration	Commencing	Language
Industries alimentaires	Méthodes et techniques nouvelles de traitement et de conservation des produits alimentaires; organisation et gestion des entreprises. Contrôle de la qualité, conditionnement et emballage. Formation pratique et visites d'entreprises des industries alimentaires (fruits et légumes, riz, traitement des graines oléagineuses et fabrication d'aliments protéiques).	Central Food Technological Research Institute Bogore, Indes	3 mois	Mars	Anglais
Traitement des céréales	Céréales (froment, maïs) : tendances modernes en matière de traitement, de séchage, de conditionnement, d'entreposage, de mouture, de production de semoules et farines et de fabrication de produits à base de céréales et de produits de la pâtisserie et de la biscuiterie. Contrôle de la qualité et essais en laboratoire. Stages de formation dans des entreprises de boulangerie, de confiserie et de biscuiterie.	Tropical Products Institute, Londres. Beyrouth-Liban	1 mois	Février	Anglais

Projet	Contenu	Durée	Dates	Langue
Traitement des fruits et légumes	Traitement des fruits et légumes, technologie, contrôle de la qualité, essais en laboratoire, conditionnement et entreposage. Formation pratique dans des entreprises et dans des organismes de recherche.	3 mois	Juillet	Anglais
gestion de la production dans les industries mécaniques	Tendances modernes de la gestion de la production dans les industries mécaniques, la sidérurgie et la production de biens d'équipement. Etudes de cas portant notamment sur la planification et le contrôle de la production, le contrôle de la qualité, les procédés nouveaux et l'introduction de nouveaux équipements, etc. Formation pratique dans des entreprises des industries mécaniques, électromécaniques et métallurgiques.	2 mois ½	Septembre	Anglais
Moteurs Diesel	Aspects techniques, économiques et administratifs de l'utilisation, du fonctionnement et de l'entretien des moteurs Diesel; conception et fabrication de ces moteurs et des pièces détachées. Formation pratique dans des entreprises portant sur la fabrication des moteurs Diesel et des pièces détachées, ou sur l'entretien de ces moteurs.	3 mois	Septembre	Anglais
Soudure électrique	Technologie et outillage utilisés pour la soudure électrique par fusion et pour la soudure par résistance; procédés de soudage; sources d'énergie produisant l'arc électrique dans les méthodes modernes de soudure; matériel de soudure et pièces soudées; conception technique de pièces en acier soudés pour la construction; contrôle de la qualité des joints soudés, etc. Formation pratique dans des entreprises d'outillage de soudure électrique, dans des usines de transformation des métaux et dans des laboratoires.	4 mois ½	Mars	Anglais
Transformation des métaux	Planification, exécution et supervision des opérations de fabrication de pièces de machines; conception des gabarits et des montages; conception et utilisation des outils de coupe; fonctionnement et entretien; contrôle de la qualité et aspects économiques des opérations de transformation des métaux, etc. Formation pratique dans des laboratoires et dans des usines de transformation des métaux.	4 mois	Mars	Anglais
Industrie sidérurgique	Formation théorique : technologie, équipements, planification économique, gestion, entretien. Formation pratique : hauts fourneaux, installations d'agglomération, fours Martin, laminage, entretien des réfractaires.	5 mois	Mai	Anglais
Industries des engrais	Technique et planification de la production des engrais minéraux. Méthodes premières, perspectives de développement de la production mondiale d'engrais minéraux. Techniques de base et leur évaluation du point de vue économique. Travaux de recherche sur la fabrication des engrais et formation pratique dans des usines d'engrais amotés ou phosphatés.	3 mois	Mars	Anglais

Ventes

Tropical Products Institute, Londres, Royaume-Uni

Association des bourses d'études techniques pour étrangers, Tokyo, Japon

Services techniques et économiques (TES), Prague, République socialiste tchécoslovaque

Institut E.O. Paton de soudure électrique, Kiev, RSS d'Ukraine

Université Lumbaba, Moscou, URSS

Usine sidérurgique de Zaporozjé, Zaporozjé, RSS d'Ukraine

Ministère de l'industrie chimique, Moscou, URSS

Field of study	General description	Venue	Duration	Commencement	Language
Industrie pétrochimique	Sources de matières premières, techniques de fabrication, équipement et fonctionnement des unités de production, contrôle des processus de fabrication, entretien, perspectives de développement de l'industrie pétrochimique. Formation pratique dans des usines de matières plastiques, de fibres synthétiques ou d'engrais azotés.	Centre commun OMDI/Roumanie, Bucarest, Roumanie	2 mois à	Septembre	Anglais
Technologie des matières plastiques	Aspects technico-économiques de la production, du travail et de l'utilisation des matières plastiques, étude du matériel et de l'outillage. Problèmes posés par le développement de l'industrie des matières plastiques. Visites d'usines en Autriche et dans d'autres pays.	Laboratorium für Kunststofftechnik, Vienne, Autriche	2 mois	Septembre	Anglais
Industrie de la pâte à papier et du papier	Techniques de production industrielle de la pâte et du papier, techniques et matériel d'entretien, appareils de contrôle, protection de l'environnement, organisation des usines, planification à long terme, gestion industrielle. Stages dans des entreprises pour étudier les domaines suivants : traitement du bois, pâtes mécaniques, pâte à haut rendement, pâte au bisulfite, pâte au sulfate, papier journal, papier kraft, carton, papier couché, fabrication des machines et de l'outillage; travaux dans des laboratoires de recherche et d'essais.	Sveriges Skogsindustrierförbund (SSIF), Barkaryd, Suède	3 mois	Mars	Anglais
Industrie de la chaussure	Techniques de production dans l'industrie de la chaussure et dans l'industrie du cuir en général. Problèmes de gestion et d'organisation, conception des installations dans l'industrie de la chaussure, recherches scientifiques dans le domaine du cuir et des articles en cuir; formation pratique dans des fabriques de chaussures.	Institut TES, Prague, Tchécoslovaquie	2 mois ½	Septembre	Anglais
Industries textiles	Matières premières de l'industrie textile, traitement mécanique et chimique des textiles, économie et organisation de la production, entretien du matériel et protection de l'environnement. Le stage comportera une formation pratique en laboratoire et en usines dans les domaines suivants : filature, tissage, finissage, tricotage.	Instytut Fizyki Materiałowej i Chemicznej Obróbki Materiałowej, Łódź, Pologne	3 mois	Mars	Anglais
Information et documentation industrielles	Rôle de l'information dans le développement industriel, méthodes de recherche et d'extraction des données et leurs applications pratiques, méthodes de classification, systèmes d'information pour l'industrie. Formation pratique dans les domaines de l'information et de la documentation industrielles et visites d'instituts spécialisés chargés de fournir des renseignements à l'industrie.	VINITI Institut d'information scientifique et technique de l'URSS, Moscou, URSS	2 mois	Septembre	Anglais/français/espagnol
Développement des exportations industrielles	Techniques de gestion de la production en vue de l'exportation	En coopération avec l'Université de Gand, Bruxelles, Belgique	1 mois ½	27 octobre	Anglais
Section des services d'entretien et de réparation	Organisation des services d'entretien dans l'industrie. Révision préventif, aspects économiques de l'entretien, formation du personnel des services d'entretien. Formation pratique dans des entreprises appartenant aux secteurs suivants : acier, ciment, constructions aéronautiques, électro-mécanique, constructions navales, télécommunications et transports.	Istituto per la Ricostruzione Industriale (IRI), Rome, Italie	3 mois	Septembre	Espagnol

Titre	Contenu	Langue	Mois	Durée	Titre	Contenu	Langue	Mois	Durée
Organisation et gestion des services d'entretien	Organisation de l'entretien; techniques et méthodes utilisées dans les services d'entretien; définition des objectifs, planification, systèmes de contrôle, approvisionnement en pièces détachées et en fournitures; planification et contrôle des projets, fiabilité, formation du personnel d'entretien. Formation pratique portant sur l'organisation et l'entretien, la planification de l'entretien préventif et le contrôle de la gestion de l'entretien dans les industries mécaniques, métallurgiques et chimiques.	Anglais	Mars	1 mois	Svenska Arbetsgivareförbundet, SAP, ALI-RÄTTI, Lidingsö, Suède	Techniques générales et particulières employées pour la recherche systématique des causes de mauvais fonctionnement de l'équipement électronique et problèmes d'organisation; notions essentielles d'électronique; démarrage des équipements électroniques; entretien, essais, étalonnage et sécurité de l'équipement bio-médical; utilisation de cet équipement; organisation des services d'entretien. Formation pratique dans ces domaines.	Anglais	Septembre	2 mois
Élaboration de l'équipement électronique	Planification à court et à long terme du fonctionnement des ateliers, opérations en atelier et contrôle des travaux, principes économiques de base pour l'entretien et la réparation du matériel roulant, contrôle économique et technique. Achat et stockage du matériel, utilisation d'ordinateurs. Formation pratique dans des ateliers et visites d'usines de construction de matériel de chemin de fer.	Anglais	Avril	2 mois	Société des chemins de fer de la République fédérale d'Allemagne, Francfort, et Carl Duisberg Gesellschaft, Cologne	Principes généraux de l'organisation de l'entretien, planification de l'entretien et planification et contrôle de la production, aspects économiques de l'entretien, évaluation des temps, organisation des ateliers d'entretien et de réparations. Formation pratique dans des ateliers et des usines appartenant au secteur de l'industrie du bois.	Anglais	Septembre	1 mois
Élaboration et réparation du matériel de chemin de fer	Principes généraux de l'entretien; entretien préventif; organisation des ateliers. Formation en ateliers d'entretien d'autobus et de camions.	Anglais	Mars	3 mois	Istituto per la Ricostruzione Industriale (IRI), Rome, Italie	Gestion industrielle et plus particulièrement ordonnancement de la production, gestion commerciale et financière et contrôle de gestion. Planification, contrôle, organisation et coordination dans l'industrie. Formation pratique dans des entreprises appartenant aux secteurs suivants: industrie sidérurgique, industrie du ciment, industrie mécanique et électromécanique, construction navale, industrie alimentaire, télécommunications, transports.	Anglais	Mars	3 mois
Organisation de l'entretien dans l'industrie du bois	Organisation des entreprises sous forme de coopératives industrielles, gestion et aspects économiques, création et intégration de coopératives industrielles. Formation pratique dans des coopératives industrielles appartenant aux secteurs suivants: cuir, habillement, meuble, articles de sport et fabrication manuelle d'articles en verre soufflé.	Anglais	Mars	4 mois	Institut de normalisation de Mbecou, URSS	Principes de base de la normalisation, métrologie, contrôle de la qualité, aspects économiques de la normalisation, organisation et gestion des services de normalisation dans les pays en voie de développement. Normalisation dans les industries mécaniques, les industries légères, les industries alimentaires, les industries métallurgiques, etc. Formation pratique dans des laboratoires, des organismes de normalisation et des entreprises industrielles. Visite de diverses usines et institutions.	Anglais	Mars	4 mois

País	Descripción	Duración	Comenzará	Lingüa
República Checa	Comentarios prácticos y experimentación en los aspectos técnicos, económicos y de gestión de la utilización, el funcionamiento, el mantenimiento, el diseño y la producción de motores diesel y piezas de recambio. Capacitación en el trabajo en fabricación de motores diesel y piezas de recambio o en operaciones de mantenimiento.	3 meses	Septiembre	Inglés
República Democrática Alemana	Tecnología y equipo de soldadura eléctrica, resistencia, procesos de soldadura, soldadura moderna, fuentes de energía para soldadura por arco, materiales y estructuras para soldar, diseño tecnológico racional de estructuras de metal soldado, control de calidad del material soldado, etc. Capacitación en el trabajo en fábricas de equipo para soldadura eléctrica en plantas de transformación de metales y en laboratorios.	4 meses	Marzo	Inglés
Unión Soviética	Planificación, ejecución y supervisión de procesos para fabricar partes de máquinas; diseño de matrices y plantillas, diseño y utilización de herramientas de corte; funcionamiento y mantenimiento, control de calidad y aspectos económicos de las operaciones de transformación de metales, etc. Estudios prácticos en laboratorios y capacitación en el trabajo en industrias de transformación de metales.	4 meses	Marzo	Inglés
Unión Soviética	Estudios teóricos en elaboración tecnológica de equipo, planificación económica, gestión, mantenimiento. Capacitación en el trabajo en materia de fundición, altos hornos, sistemas de alimentación, hornos de solera abierta, trenes de laminación, mantenimiento de materiales refractarios.	5 meses	Mayo	Inglés
Unión Soviética	Tendencias modernas en la gestión de la producción en las industrias de productos químicos del Japón. Tendencias tecnológicas, económicas y sociales en materia de planificación y gestión de la industria de productos químicos, en especial, plan de una empresa, planificación de la producción, introducción de nuevas tecnologías, investigación y desarrollo, planificación y prevención técnica de procesos, mantenimiento, medidas contra la contaminación, etc. Capacitación en el trabajo en la industria de productos químicos.	5 meses	Mayo	Inglés
Unión Soviética	Tecnología y planificación de la producción de fertilizantes minerales. Materias primas, perspectivas de desarrollo de la producción mundial de fertilizantes minerales. Procesos y operaciones principales y su evaluación económica. Trabajos de investigación científica en materia de producción de fertilizantes, y capacitación en el trabajo en plantas de fertilizantes nitrogenados o de fertilizantes fosfatados.	5 meses	Marzo	Inglés
Unión Soviética	Fuentes de materias primas, procesos tecnológicos, equipo industrial y funcionamiento, control de procesos, mantenimiento y perspectivas de desarrollo de la industria petroquímica. Capacitación en el trabajo en la esfera de los plásticos, las fibras o los fertilizantes nitrogenados.	5 meses	Septiembre	Inglés
Unión Soviética	Aspectos técnico-económicos de la producción de plásticos, tecnología de fabricación de plásticos, utilización de plásticos, proyección técnica de equipo y herramientas. Problemas que afectan al desarrollo de la industria de los plásticos. Estudios en fábricas de Austria y visitas a otros países.	5 meses	Septiembre	Inglés

Unión Soviética

Instituto IM, Praga, Checoslovaquia

Instituto de Soldadura Eléctrica E.O. Paton, Kiev, Ucrania

Universidad Lomonosov, Moscú, URSS

Zaporo-Steel Zaporozhye, Ucrania

Asociación for Overseas Technical Scholarship, Tokyo, Japón

Ministerio de la Industria Química, Moscú, URSS

Centro Conjunto ONUDI/Rumania, Bucarest, Rumania

Laboratorium für Kunststofftechnik, Viena, Austria

Industria y papel

Industria y papel

Procesos y métodos modernos que se utilizan en la industria de la celulosa y el papel, equipo de mantenimiento, instrumentación, medio ambiente, distribución de las instalaciones, planificación a largo plazo y gestión industrial. Capacitación en el trabajo en materia de mantenimiento de madera, pulpas mecánicas, de alto rendimiento, al sulfito y al sulfato, papel para periódicos, papel kraft, fabricación de cartón y de papel cubo, maquinaria para la celulosa y el papel, fábricas de maquinaria, investigación y ensayos de laboratorio.

Industria del calzado

Técnicas de producción de zapatos, botas y artículos de cuero. Aspectos de gestión y organización de la producción, producción técnica de fábricas de botas y zapatos, investigaciones científicas en materia de cuero y artículos de cuero, capacitación práctica en el trabajo en fábricas de calzado.

Industria textil

Materias primas, elaboración mecánica y química de textiles, economía y organización de la producción, mantenimiento de la maquinaria textil, el medio ambiente en relación con la industria textil. El programa incluirá capacitación, en laboratorios y en fábricas, en materia de hilado, tejido, acabado y tejido de punto.

Documentación e información industrial

Función que corresponde a la información industrial en la industrialización, sistemas de recuperación de datos y de aplicación práctica, sistemas de clasificación, sistemas de información para la industria. Capacitación práctica en información industrial y documentación y visitas de estudio a institutos que se especializan en proporcionar servicios de información a la industria.

Desarrollo de las exportaciones de productos industriales

Técnicas de gestión de la producción para la exportación de productos industriales.

Gestión de servicios de mantenimiento y reparación

Organización del mantenimiento industrial, mantenimiento preventivo, aspectos económicos del mantenimiento, capacitación al personal de mantenimiento. Capacitación en el trabajo en industrias del acero, el cemento, mecánicas y electro-mecánicas, de construcción de barcos, de telecomunicaciones y de transporte.

Organización y gestión de sistemas de mantenimiento

Organización de sistemas de mantenimiento; técnicas y métodos inclusive objetivos, planificación, métodos, sistemas de control, piezas de recambio y control de los materiales utilizados en los servicios de mantenimiento; planificación y supervisión de proyectos, métodos de confiabilidad, capacitación de personal de mantenimiento. Capacitación en el trabajo en materia de organización de sistemas de mantenimiento, o en planificación del mantenimiento preventivo o en control de la gestión del mantenimiento en las industrias mecánicas, metalúrgicas y de productos químicos.

Mantenimiento de equipo electrónico biológico

Aspectos técnicos y de gestión relacionados con los procedimientos generales y específicos para la diagnosis sistemática de fallas en el equipo electrónico biológico; por ejemplo, principios fundamentales de electrónica, reparación de emergencia en el equipo electrónico, comprobación de la eficiencia del mantenimiento, calibración y seguridad del equipo electrónico biológico y de su utilización, gestión del mantenimiento. Capacitación en el trabajo en centros pertinentes.

Sweden
Svecon AB
(Svefö, Marknäs, Gäddede)

Poland
Instytut Techniczny
Przemysłu Skórnego

Poland
Instytut Techniczny
Przemysłu Skórnego
ul. Chałubińskiego
10-110, Łódź

USSR
VNIITekhnicheskoye
Sovetskoye Przemyslovoye
Nauchnoye Otdeleniye
Moskva, URSS

En cooperación con la
Universidad de Varsovia
Warszawa, Polonia

Instituto para la
Estructura
Industrial (IRI)
Roma, Italia

Svenska Artstygvarv-
Förbundet, SVA, ALL-MAT
Lidingö, Suecia

Fabricante de
Instrumentos de Hungría,
Budapest, Hungría

1971

1971

1971

1971

1971

1971

1971

1971

Título	Descripción	Duración	Comunicación	Lugar
Mantenimiento y reparación de material ferroviario	Planificación a corto y largo plazo de las actividades del taller, funcionamiento del taller y vigilancia de los progresos, principios económicos del mantenimiento y la reparación de material rodante, control técnico y económico, adquisición y almacenamiento de materiales y empleo de computadores. Capacitación práctica en talleres ferroviarios y giras de estudios a fábricas de material rodante.	2 1/2 meses	Agosto	Inglés
Organización del mantenimiento en la industria de elaboración de la madera	Principios generales de la organización del mantenimiento, planificación del mantenimiento y planificación y control de la producción, economía del mantenimiento, cálculo del tiempo, organización de talleres de mantenimiento y reparación. Capacitación práctica en talleres y plantas de elaboración de la madera.	2 1/2 meses	Julio	Inglés
Mantenimiento de autobuses y camiones	Principios generales del mantenimiento; mantenimiento preventivo; organización de talleres. Capacitación en el trabajo en materia de talleres de mantenimiento de autobuses y camiones.	2 1/2 meses	Septiembre	Francés
Técnicas y sistemas intergrados de gestión industrial	La gestión industrial con especial referencia a la gestión de la producción, la gestión de la comercialización y la financiación, al control de la gestión. Planificación industrial, control, organización y coordinación del proceso de gestión. Capacitación en el trabajo en las industrias del acero, el cemento, mecánicas y electrodomésticos, de fabricación de barcos, de elaboración de alimentos, de telecomunicaciones y de transporte.	2 1/2 meses	Marzo	Español, Francés e Inglés
Cooperativas industriales	La organización de empresas como cooperativas industriales y su administración; formación e integración económica de cooperativas industriales. Capacitación en el trabajo en cooperativas industriales de las industrias del cuero, la vestimenta, los muebles, los artículos para deporte y los artículos de cristal soplado.	2 1/2 meses	Julio	Español e Inglés
Organización de sistemas de normalización en industrias manufactureras	Principios básicos de normalización, metrología, teoría de la calidad, economía de la normalización, organización y gestión de servicios de normalización en países en desarrollo. La normalización en la ingeniería, las industrias ligeras, las industrias de los alimentos, metalúrgicas, etc. Trabajos prácticos en laboratorios, institutos de normalización y fábricas. Visitas de estudios a diversas fábricas e instituciones.	4 meses	Marzo	Inglés
Control de calidad	Conceptos básicos del control de calidad, inspección, métodos estadísticos de control de calidad, metrología, elaboración de normas de control de calidad, fabricación, planificación de la calidad, economía de la calidad, motivación de la calidad, etc. Capacitación práctica, en fábricas, en determinados aspectos de la calidad.	2 meses	Agosto	Inglés

Perrocarriles Nacionales, Frankfurt, y Carl Duisberg Ges., Colonia, República Federal de Alemania

Bastor-Instituutti Helsinki, Finlandia

Bruselas, Bélgica

Instituto per la Ricostruzione Industriale (IRI), Roma, Italia

Unión Central Polaca de Cooperativas Sindicales de Producción, Varsovia, Polonia

Gosstandart USSR Moscú, URSS

ALI-BATI Svenska Arbetsgivarvareföreningen (SAP), Lidingsö, Suecia

OTHER UNITED NATIONS PROGRAMMES

UNIDO organizes training programmes such as courses, seminars and workshops for advanced technical and managerial personnel from developing countries and industry in co-operation with institutions having specialized know-how and experience in the respective fields.

A number of such UNIDO training programmes are listed below. They all are organized subject to the availability of funds and technical assistance. More information is of non-committing nature which means that formal applications through appropriate government channels and the United Nations Regional Headquarters should be submitted to UNIDO before such training programmes are officially announced by Aide-Memoire. Replies from UNIDO to such applications are usually given within 30 days of receipt of interest in specific programmes, or to ask UNIDO for further details.

Field of Study	General description	Venue	Duration	Commencing	Language
Training course on the development of export-oriented industries	To give a comprehensive insight into the main production factors in a successful export development.	Japan	3 weeks	17 January	English
Co-operation programme for vegetable oil technicians and technologists from developing countries	Transfer of technology and exchange of view on vegetable oil industry.	India	3 weeks	17 January	English
Interregional training course on industrial planning in the German Democratic Republic.	Methodology and practice of industrial planning in the German Democratic Republic.	German Democratic Republic	3 weeks	April	English
Seminars on export processing zone management (free zones)	To acquaint participants with detailed know-how and practical experience in this field.	Ireland (Shannon)	4 weeks	May and October	English
Interregional workshop on pesticide formulation	Modern methods and techniques of pesticide formulation.	German Democratic Republic	4 weeks	16 May	English
Technical course on criteria for the selection of wood-working machinery	To acquaint participants with recent technical developments in this field.	Italy	10 days	17 May	English/ French
Interregional training workshop on industrialization of agriculture	Role of industry in modernization of agriculture.	Belgium	3 weeks	May/ June	English/ French
Co-operative project on multi-level, multi-sectoral industrial planning and programming techniques	Updating and improving of industrial planning and programming techniques.	Poland	3 weeks	July	English
Seminar on furniture and joinery	Industrial production of furniture and joinery.	Finland	3 weeks	August	English
Interregional training programme in pharmaceutical industries	Pharmaceutical production and control techniques.	Belgium	4 weeks	August/ September	English
Training programme on the production and application of synthetic fibres	Concentrated training in modern synthetic fibre technology.	Austria	4 weeks	September	English

ANNEXE 1 - PROGRAMME DE FORMATION

L'ONUDI organise des stages de formation (cours, séminaires et Journées d'études) à l'attention des cadres techniques et administratifs supérieurs des pays en voie de développement, en coopération avec de nombreux centres de recherches et institutions qui réunissent les connaissances spécialisées et l'expérience nécessaires dans les différents domaines sur lesquels ils portent.

On trouvera ci-dessous une liste des stages de formation, lesquels sont tous organisés sous réserve de disposer des fonds nécessaires et de trouver dans le pays hôte des moyens de formation adéquats. La liste de ces stages est publiée sans engagement; en d'autres termes, les candidatures à présenter par les voies officielles appropriées et par l'intermédiaire des Représentants résidents du PNUD ne devraient être soumises à l'ONUDI que lorsque l'organisation du stage vient est annoncée officiellement par un télégramme. Les gouvernements sont néanmoins invités à indiquer à l'ONUDI sans tarder si l'un ou l'autre programme les intéresse et à demander un complément d'information.

Titre	Langue	Durée	Dates	Langue
Stages de formation sur le développement des industries orientées vers l'exportation		7 semaines	26 janvier	Anglais
Programme de coopération à l'intention des techniciens et des technologues des pays en voie de développement spécialisés en matière d'huiles végétales	Japon	2 semaines	28 janvier	Anglais
Stages interrégionaux sur la planification industrielle	Irlande	4 semaines	Avril	Anglais
Séminaires sur la gestion des zones franches industrielles tournées vers l'exportation	Irlande (Shannon)	4 semaines	Mai et octobre	Anglais
Journées d'études sur la formulation des pesticides	Italie	6 semaines	16 mai	Anglais
Réunion technique sur les critères devant régir le choix des machines pour le travail du bois	Bulgarie	10 jours	17 mai	Anglais / Français
Stage interrégional de formation sur l'industrialisation de l'agriculture	Bulgarie	4 semaines	Mai/juin	Anglais / Français

Publications

Contenus

Langues

Durée

Dates

Lieu

Programme coopératif dans le domaine des techniques de la planification et de la programmation industrielles

Comment mettre à jour et améliorer les techniques de planification et de programmation industrielles

Anglais

4 semaines

Juillet

Argenteuil

Séminaire sur les industries du meuble et de la menuiserie

Production industrielle de meubles et d'ouvrages de menuiserie

Anglais

4 semaines

Août

Argenteuil

Stage interrégional de formation dans le domaine des industries pharmaceutiques

Techniques de fabrication et de contrôle des produits pharmaceutiques

Anglais

4 semaines

Août/septembre

Argenteuil

Stage de formation sur la production et les applications des fibres synthétiques

Formation accélérée à la technologie moderne des fibres synthétiques

Anglais

4 semaines

Septembre

Argenteuil

CONFERENCIAS Y SEMINARIOS DE LA OMSI

La OMSI organiza programas de capacitación, tales como cursos, seminarios y cursos prácticos destinados a personal técnico y directivo superior de países en desarrollo, y con frecuencia cuenta con la colaboración de instituciones poseedoras de la experiencia y los conocimientos técnicos especializados aplicables en cada caso.

En el cuadro que figura más adelante se da una lista de algunos de esos programas de capacitación de la OMSI. La organización de esos programas está sujeta en cada caso a la disponibilidad de los recursos financieros necesarios, así como de locales y servicios ofrecidos por el gobierno del país huésped. La presente información no entraña compromiso alguno, lo cual significa que no deben presentarse a la OMSI solicitudes oficiales por intermedio de los conductos gubernamentales apropiados y del Representante Permanente del PRUD antes de que dichos programas de capacitación se anuncien oficialmente mediante un Aide-Mémoire. No obstante, se invita a los gobiernos a comunicar a la OMSI, cuanto antes, su interés por programas concretos o a solicitar de ésta información más detallada.

Field of study	Content-description	Venue	Duration	Commencing	Language
Curso de capacitación sobre desarrollo de las industrias orientadas hacia la exportación	Por una visión global de los principales factores de producción necesarios para un desarrollo satisfactorio de las exportaciones	Japón	7 semanas	26 enero	Inglés
Programa de cooperación para técnicos y tecnólogos de países en desarrollo especializándose en aceites vegetales	Transmisión de tecnología e intercambio de opiniones sobre la industria de los aceites vegetales	India	2 semanas	26 enero	Inglés
Curso interregional de capacitación sobre planificación industrial	Metodología y práctica de la planificación industrial en la República Democrática Alemana	República Democrática Alemana	3 semanas	abril	Inglés
Seminarios sobre gestión de zonas de elaboración de productos de exportación (zonas francas)	Familiarizar a los participantes con conocimientos técnicos detallados y experiencia práctica en esta esfera	Irlanda (Shannon)	4 semanas	mayo y octubre	Inglés
Curso práctico interregional sobre formulación de plaguicidas	Métodos y técnicas modernas en materia de formulación de plaguicidas	República Democrática Alemana	6 semanas	16 mayo	Inglés
Curso técnico sobre criterios de selección de máquinas para trabajar la madera	Familiarizar a los participantes con los últimos adelantos técnicos que se han producido en esta esfera	Italia	10 días	17 mayo	Francés, Inglés
Curso práctico interregional de capacitación sobre industrialización de la agricultura	Función de la industria en la modernización de la agricultura	Bulgaria	3 semanas	mayo/junio	Francés/Inglés
Programa cooperativo sobre técnicas de planificación y programación industriales multisectoriales y a varios niveles	Actualización y perfeccionamiento de las técnicas de planificación y programación industriales	Polonia	3 semanas	julio	Inglés
Seminario sobre la industria del mueble y la ebanistería	Producción industrial de muebles y artículos de ebanistería	Fianlandia	3 semanas	agosto	Inglés
Programa interregional de capacitación en la esfera de las industrias farmacéuticas	Técnicas de producción y de control de productos farmacéuticos	Bélgica	4 semanas	agosto/septiembre	Inglés
Programa de capacitación sobre la producción y aplicación de fibras sintéticas	Capacitación intensiva en la tecnología moderna de producción de fibras sintéticas	Austria	4 semanas	septiembre	Inglés

TRAINING OPPORTUNITIES OFFERED BY INSTITUTIONS OTHER THAN UNIDO (BRANCH ORIENTED)
PORNALUTES DE FORMATION OFFERTES PAR DES INSTITUTIONS AUTRES QUE L'ONUDI (POUR DES SECTEURS INDUSTRIELS)
OPORTUNIDADES DE CAPACITACION OFRECIDAS POR INSTITUCIONES DISTINTAS DE LA ONUDI (POR RAMAS INDUSTRIALES)

BUILDING MATERIALS INDUSTRIES

Course or Seminar	General description	Organizer, Venue	Commencing date	Qualifications, Language requirements	Last date for receipt of applications	Fee
Stone technology	Study of major aspects of stone technology including the theoretical and practical background. Particular emphasis on use of by-products for utilization of raw material and prevention of waste of material in various economic potentialities of stone resources in developing countries.	UNESCO, UNEDUN, UNWEP Bordobouy, Senegal Batavia, Indonesia	1972 1972	Graduated in stone technology or equivalent in related field Proficiency in Spanish or Indonesian English	15 February 1972 15 February 1972	To be arranged
Marble industry	Technical aspects of materials, marble working and different uses. Practical work in marble unit stone quarries. Marble and stone application in the building industry.	Versailles Industry and Institute Institute for the Marble Industry, Versaille, France	1972	Graduated in stone technology or equivalent in related field Proficiency in Spanish or Indonesian English	1972	To be arranged
Cement and cement products testing	Cement testing; cement products evaluation.	National Industrial Standards Research Institute, 199, Dong Thap Street Changan-Ho, China Republic of Korea	1972 1972	Graduated in stone technology or equivalent in related field Proficiency in Spanish or Indonesian English	1972	To be arranged
White ware	Manufacture, testing and analysis of ceramic white ware.	(National Industrial Standards Research Institute and Masan Ceramic White Ware Research Institute, P. O. Box 30 Masan, Republic of Korea	1972 arranged	Graduated in stone technology or equivalent in related field Proficiency in Spanish or Indonesian English	1972	To be arranged
Tecnología de los procesos cerámicos	Temas: Las materias primas cerámicas; cálculo de pastas cerámicas; preparación de pastas cerámicas; técnica de los procesos de moldes; secado y secadero; cálculo de vidriados cerámicos; preparación y aplicación de vidriados; cocción de productos cerámicos; propiedades de los productos cerámicos; ensayos; propiedades de los vidriados, ensayos; defectos de fabricación; clasificación de los productos cerámicos. Trabajos prácticos: Moldeo por colaje, extrusión y prensado; secado y bizado; preparación de piezas cerámicas; preparación y realización de un programa de cocción; determinación de puntos de fusión; determinación de coeficientes de dilatación; resistencia al choque térmico; resistencia a la compresión; resistencia a la tracción; resistencia a la flexión; propiedades dieléctricas; conductividad térmica.	Instituto de Cerámica y Vidrio, Carretera de Valencia, Km. 24, 500 Argentina del Rey (Madrid) España	1 febrero 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Español	1 febrero 1972	1.500 ptas.
Teoría de los procesos cerámicos	Temas: Visión estructural de los productos cerámicos; criterios sobre selección de las materias primas; separación, molienda y mezclado de las materias primas cerámicas; el molde en seco; plasticidad y moldeado en estado plástico; colajes y moldes de escayola; técnicas especiales de molde; secado y cocción; influencia de la atmósfera en la cocción cerámica; acabado superficial de los productos cerámicos; factores que afectan la reactividad de los sólidos; difusión en sólidos; reactividad y sinterización; trabajos prácticos: Difusión de agua a través de una masa arcillosa; Plastilina; moldes de escayola; sinterización de la capacidad de absorción de agua; diagramas de fase; fenómenos que se producen durante la sinterización.	Instituto de Cerámica y Vidrio, Carretera de Valencia, Km. 24, 500 Argentina del Rey (Madrid) España	14 enero 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Español	1 enero 1972	1.500 ptas.

BUILDING MATERIALS INDUSTRIES (Cont'd)

Ceramics - heavy clays and refractories technology

Course covers the requirements of trainees of mature age and overseas students who can only attend for a limited period. The broad outlines of manufacture, properties and uses of refractory and building materials are covered. Subjects include: Practical Ceramics; Structural materials; Technical drawing; Heavy clays; Ceramic science (theory, production and practical). The pilot plant, in which students spend a lot of time, is equipped with modern industrial equipment.

North Staffordshire Polytechnic Stoke-on-Trent North Staffordshire United Kingdom

September to Easter 6 months

100 levels or equivalent and an interest in Ceramics as a career. English

January

£250

Plastics technology

72 applied research projects in procedure engineering and control engineering (injection moulding, extrusion, foaming, compounding, forming, casting), plastics application (mechanical engineering, electrical engineering, agriculture, ecotechnology, marine technology, transformation and storage of energy, biomedical application) testing (quality control methods), polymer physics (X-ray diffraction, electron microscopy, IBC) polymer chemistry (analysis environmental technology (recycling, reuse of waste and litter, combustion, protection) training technology.

January, April, July 12 weeks

Higher science degree and 2 years research experience. English, German (French, Spanish partly).

Plastics technology - Plastics testing

Development of the plastics industry; introduction to plastic materials and their structures; testing according to standards (DIN, ASTM); testing of industrial plastic articles (building elements); polyurethane, PVC.

To be arranged From 3 days to 4 weeks

Degree in chemical engineering or managerial experience in plastics industry. English, German or French.

Plastics technology

Theory: - economic aspects of polymer production, plastics and mechanical technology, plastics mechanical engineering, testing, control engineering. Practice: Compounding, extrusion, machining and forming, finishing, compression moulding, testing, computation engineering, control techniques, foaming, injection moulding, moulding reinforced plastics, mould design.

September 1976 9 weeks

Master's degree and 5 years experience in plastics technology. English.

March 1976

To be arranged

Plastics technology

The advanced training will be held as a consecutive training course at the "Süddeutsches Kunststoff-Zentrum" (Plastic Industry Promotion Centre), Würzburg. Ten months theoretical and practical instruction, including an industrial training period with firms in the fields of plastics manufacture and processing as well as study visits to trade fairs and firms.

To be arranged

Certificate of attendance at a school with at least 10 progressive classes and completed professional education corresponding or equivalent to the standing of a German state examined technician in the fields of plastic, metal or wood technology; at least 12 months practical experience in the technical fields of the plastics, metal or woodworking industry. German

To be arranged

Chemical industries

Laboratorium für Kunststofftechnik LKf-TKM, Seeringasse 9, A-1090 Vienna, Austria

Chemisches Forschungs-Institut der Wirtschaft Österreichs Untere Viaduktgasse 55 1030 Vienna, Austria

Laboratorium für Kunststofftechnik LKf-TKM Gesellschaft zur Förderung der Kunststofftechnik Seeringasse 9, A-1090 Vienna, Austria

Carl Duisberg-Gesellschaft, Hohenstaufenring 30-32 5 Köln 1, Federal Republic of Germany (in co-operation with Plastics Industry Promotion Centre, Würzburg)

CHEMICAL INDUSTRIES (Cont'd)

Country/Subject	Course/Description	Organizer/Notes	Commencement Date/Duration	Qualifications/Level	Language of Instruction	Fee
Laboratorista industrial	Química general; Laboratorio II: propiedades físicas; Matemáticas aplicadas (3 partes); Elementos y práctica de dibujo industrial aplicado; Química inorgánica elemental; Laboratorio III: estructura química de la materia; Procesos industriales; Química orgánica elemental; Control estadístico de calidad; El laboratorista y la producción; Laboratorio de los procesos industriales; Inglés técnico-industrial.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Septiembre 1976 4 meses	Título de bachiller en ciencias y letras similar con 2 años de experiencia en industria. Español	Español	A solicitar
Chemical analysis	Basic theory of chemical analysis; modern methods and equipment for chemical analysis; practice of chemical analysis of particular industrial material.	Indonesia Chemical Research Institute, Dr. H. Hantoro, Bogor, Indonesia (in cooperation with Japanese firms).	October 1976 4 months	Chemical research workers in laboratories. English	English	To be arranged
Petroleum development	Petroleum geology; oil-well drilling; refinery practices; distribution, transport and marketing (including pipeline operation and control); organization and management.	National Iranian Oil Company (NIOC) Tehran, Iran	To be arranged 3 months	Degree in engineering. English	English	To be arranged
Hydrocarbons	General: History and methodology of science. New techniques of production and inspection; cybernetics, automation, operative analyses, operational control. Technical aids in modern industry: mechanographic and electronic apparatus; mechanization of accounting. Italian and comparative law covering hydrocarbons and power. Health problems of the industry. Scientific and technical courses: Mathematics; Physics; Prospecting for and production of natural hydrocarbons; geological surveys and geophysical prospecting; applied geo-chemistry; geochemical exploration; exploitation of the fields. Hydrocarbon transport and distribution. Processing and the study of the nature and properties of hydrocarbons. Petro-chemistry. Scientific and technical problems of the other traditional sources of power and of atomic power. Economic situation; industrial economy and policy; industrial sociology. Public and national accounting. Business management policy; management technique; production technique and organization of production and distribution; relations with the personnel. Theoretical and applied accounting. Business statistics and market research; internal statistics of an enterprise; marketing.	Scuola di Studi Superiori sugli Idrocarburi S. Donato Milanese 20097 Milano, Italy	October 1976 3 months	University degree. Italian or English	Italian	To be arranged
Plastics property measurement	Mechanical property measurements; chemical property measurements; physical property measurements; plastic products evaluation.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	College Graduate with majors in chemical engineering or chemistry. English	English	To be arranged
Inorganic chemicals	Stand reference material (inorganic chemicals).	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	P.Sc. English	English	To be arranged
Plastics technology	Plastics processing.	Federal Chemical and Ceramics Corporation Ltd. MSC Building, P.O. Box 5470 Karachi, Pakistan	March 1976 To be arranged	Engineering and management staff of industries engaged in the manufacture and processing of plastics. The course will also be open to staff of research and academic institutions. English	English	February -

COMTEC OIL INDUSTRIES (Cont'd)

General Description

Industry pétrolière

Techniques concernant les gisements pétroliers; procédés d'extraction et de récupération secondaire; forage à différentes profondeurs et dans différentes conditions de gisement. Méthodes d'extraction du pétrole brut, sondes et forages (Direction générale du forage et de l'extraction). Analyse des matières en vue de la création de raffineries, examen des huiles et des produits dérivés, analyse du pétrole brut (Institut de recherches pour le raffinage du pétrole, Ploiesti). Raffinage complexe du pétrole brut, production (Direction générale du raffinage du pétrole). Aménagement des installations pétrolières.

Techniciens de laboratoire : option génie chimique

Chimie générale, chimie minérale, chimie organique, métallurgie, physico-chimie des matériaux, mathématiques, physique, T.P. chimie-physique, organisation des entreprises, français, anglais.

Laboratory chemists

Chimie générale, chimie minérale, chimie organique, T.P. chimie, anglais, français, mathématiques, physique.

ELECTRICAL AND ELECTRONIC INDUSTRIES

Application des radioéléments et des techniques

Cette session a pour objet de faire connaître les réalisations françaises en matière de production et d'applications des radioéléments ainsi que de montrer l'utilisation des techniques d'irradiation appliquées à l'usage industriel.

Técnicos electricistas industrial

Matemáticas básicas; matemáticas aplicadas; corriente directa-laboratorio; corriente alterna-laboratorio; mantenimiento industrial; instrumentación eléctrica-laboratorio; instalaciones eléctricas y electrónicas-laboratorio; algunas eléctricas-laboratorio; dibujo e interpretación de planos eléctricos; seguridad industrial; electrónica básica; electrónica industrial-laboratorio.

Manufacture of heavy electrical equipment

Training can be given for fitting a trainee into any of three functions (manufacturing, designing or selling) of any of the following heavy electrical products: high voltage switchgear; power capacitors; large power transformers; industrial motors of the range of 5,000 kW; railway traction motors; water turbines and hydro-electric generators.

Maintenance and repair of electronic/electrical instruments and measuring equipments

The programme will be divided into both a theoretical and a practical part. The theoretical training will emphasize the questions of logical fault tracing; the practical training will introduce fault tracing routing and the participants will be trained in the practical application of measuring appliances. The practical training will be carried out in laboratory and workshop in the field of electronic/electrical instruments and measuring instruments. The following fields: fault tracing, measurement on faultless and malfunctioning instruments, repair and calibration.

Country	Comments	Qualification	Language of instruction	Fee
France	Variable	Expérience et formation d'ingénieur ou de technicien.	-	A discuter
France	Octobre 3 ans	Concours. Français	Juillet	-
France	Octobre 10 mois	Concours. Français	Juillet	-
France	Mars 1 mois	Ingénieur Français	-	-
France	Février 1977 9 meses	Bachiller industrial con 2 años de experiencia en empresas. Español	Enero 1977	A debatir
India	July/August 2 years	Degree in electrical or mechanical engineering. English	June	Rs.200 per month
Indonesia	1 June 1976 12 months	Technical highschool graduates with at least 1 year of experience in subject. English or Indonesian	1 April 1976	US\$1,500 (excluding board and lodging)

The practical training programme will cover the maintenance and repair of electronic/electrical instruments and measuring instruments.

ELECTRICAL AND ELECTRONIC INDUSTRIES (Cont'd)

Source of Study	General Description	Organizer, Venue	Comments on Date	Qualifications, Language, Experience	Last date for receipt of applications	Fee
Industrial electronic control systems technology	Training methodology as it can be applied to the teaching of industrial electronics in developing countries. Electronics in industry as it concerns the control of machines in situations where human intervention either is not fast enough, or cannot make measurements or perform operations with an acceptable accuracy, or where electronic components are more reliable than the traditional electro-mechanical elements. Management techniques as these will assist instructors (institutional and in-plant) supervisors and technical school teachers in their own supervisory practice and their own work and project completion.	International Centre for Advanced Technical and Vocational Training (Corsi Unita d'Italia, 14) Turin, Italy	To be arranged 15 weeks	Vocational training centre instructors, in-plant training instructors, technical school teachers responsible for design and maintenance training in working plants, in-plant, vocational training centres, technical schools and institutions with training duties in industrial electronics and at least 3 years experience in one of these posts. Age: 20-40. English	-	To be arranged
Electrónica	Radioelectrónica, telefonia, equipo eléctrico.	Istituto Elettr. tecnico Nazionale G. Ferrari Turin, Italia	Enrolled 6 months	Official diploma en ingeniería en electrónica italiano, español y francés	Enrolled a 15/000 liras	To be arranged
Electronique	Radioélectronique; téléphonie; équipement électrique	Istituto Elettrotecnico Nazionale G. Ferrari Turin, Italia	Enrolled 6 mois	Diplôme universitaire d'ingénieur en physique, italien, espagnol et français	Enrolled à 50,000 liras	To be arranged
Industrial application of radiation sources and nuclear equipment	Neutron generators in applied research; radioisotope sources; inspection and analysis of radiations; shield design.	University of Rome Rome Italy	To be arranged Variable (ad hoc courses)	University degree, English or French	-	To be arranged
Nuclear analysis and control methods in applied research	Nuclear physics; measurement techniques; dosimetry and radiation protection; non-destructive test methods; radioisotopes.	University of Rome Rome Italy	To be arranged Variable (ad hoc courses)	University degree, English or French	-	To be arranged
Testing methods for electronic components	Electronic instrument operation principles and processes and electronic component sampling methods.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	B.Sc. English	-	To be arranged
Electromedición	Medios afines; Seguridad Médica; Seguridad para trabajos bajo tensión en E.T.; Diseño técnico; Diseño Industrial.	Departamento de Adiestramiento (A.H.D.E.) Administración Nacional de Electricidad Padre Cordero 334 Asunción, Paraguay	A fijar 6 meses	Título de bachiller. Español	-	-

Country	Course Description	Objectives	Duration	Language	Requirements	Remarks
Bulgaria	The purpose of the course is to give the necessary knowledge and practical experience to the participants in the field of technological preparation of production with machine tools equipped with plug-board sequence programs controlled systems; the participants will attend classroom lectures and will have "hands-on" practical training with program-controlled machine tools available in the Centre's workshop laboratory.	Machine Tool State Corporation, ISO 7000 8 Iliensko Chausse P.O. Box 27, Sofia Bulgaria	To be arranged 20 days	English	Degree in engineering with practical experience in production.	To be arranged
Poland	Fundamental and recent developments in welding. Materials for welding; far power - and allied industries, chemical industry, etc. Manual and shielded arc welding processes, electrodeless welding, resistance welding, physical methods of welding, thermal cutting. Automation of processes. Industrial applications. Inspection and testing methods. Economics and productivity. Training and education of welders.	Welding Research Institute, Bratislava, sponsored by the Federal Ministry of Metallurgy and Heavy Engineering. Wloclawski Street 20, Katowice ul. Rybnicko- Wlaskowa 135, 594 23 Bratislava, Czechoslovakia. (High Atmosphere-Bratislava)	October 1976 2 weeks	English	University degree.	May 1976 S. Pr. 2,200 Inclusive board and lodging
Spain	Metallurgia de la soldadura. Soldabilidad. Procedimientos de los métodos operativos de soldado (a gas, eléctrico, métodos especiales). Control y métodos de inspección de soldaduras (ensayos mecánicos, radiológicos, ultrasonidos, magnetoscópicos, etc.). Prácticas de los métodos operativos de soldado.	Centro Nacional de Investigaciones Metalúrgicas CSNIN Ciudad Universitaria Madrid 3, España	October 4 meses y medio	Spanish	Título superior universitario Ingenieros y arquitectos técnicos.	A convenir
USA	The Advanced Study Programme enables men and women to spend one or two academic terms pursuing studies that are individually tailored to each fellow's background, interests, and needs. Fellows may attend regular institute subjects and seminars, attend special subjects and seminars offered by the Center for Advanced Engineering Study, do studies guided by a member of the faculty and participate in on-going research. Facilities include study offices, seminar rooms, lounge and computer facilities for fellows.	Center for Advanced Engineering Study, Massachusetts Institute of Technology, Cambridge, Massachusetts, 02139 United States of America	6 September 1976 4 or 9 months	English	A bachelors degree, or the equivalent in engineering.	May 1976 \$3,250 for 1 academic term \$6,500 for 2 academic terms
Belgium	Curso de formación a corto plazo en el área de Sinteria avanzada mediante la reorientación o complementación de sus estudios de pre-grado.	Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril 1 mes	Spanish	Ingeniero, químico, industrial o electrónico.	A discutir
Belgium	Le froid (a) sous l'aspect biologique. (b) sous l'aspect thermodynamique. Visites de 5 entreprises principales ou spécialisées. Problèmes divers: manifestations spéciales, commercialisation, assurances, etc.	Association belge du froid Rue de Bréderode 29 1000 Bruxelles, Belgique.	En juillet et août 2-4 semaines	French	Ingenieur civil ou licencié en chimie agricole ou diplôme équivalent. Français, néerlandais, anglais	A discuter
France	Etude des procédés les plus récents en matière de technologie laitière et du matériel de laiterie française.	ACTIN 64 rue Pierre Charron Paris 8 ^e , France	Février 2 mois	French	Ingenieurs agronomes, chimistes, des industries agricoles et vétérinaires Français	Pr. Fr. 4 300

FOOD PROCESSING INDUSTRIES (Cont'd)

Commodity	Commodity description	Organizer, Name	Commencement date	Qualification	Last date for receipt of applications	Fee
Beet and cane sugar technology	Beet and cane sugar technology (extraction, mill ing, purification, concentration, crystallization, sugar refining); chemical and physical principles of sugar technology (incl. chemistry of saccharides, sucrose-chemistry); sugar industry engineering (e.g. process machines and apparatuses, heat economy); process and quality control (incl. microbiology, disinfection, physico-chemical measurements); biology and cultivation of sugar beet and sugar cane (incl. anatomy and physiology, agronomy, mechanization); industrial management; sugar economics; sugar and by-product utilization (e.g. processed foods, microbiological processes, feed stuffs).	Institut für Zucker-Industrie, 12 Arumer Str., 1 Berlin 65, Federal Republic of Germany	January 1968	University diploma in engineering, chemistry or agriculture.	1968	-
Technology of sugar and alcohol production	Anatomy and physiology of beet; experimental agriculture; agricultural chemistry, process control; sugar production technology; sugar refining; distillation; fermentation; industrial microbiology.	University of Ferrara, Fondazione S. Gerardo, 44100 Ferrara, Italy	December 4 months	University diploma in engineering, chemistry or agriculture.	1968	To be arranged
Sugar cane technology	Agricultural engineering, sugar cane production, sugar technology, process control, engineering design, industrial management.	University of Mauritius, Port Louis Mauritius	February 3 months	Professional qualifications and practical experience in sugar industry. English.	-	arranged
Technology of meat and meat products	Basic processing of meat and meat products: chilling, freezing, thawing, canning, smoking, sterilization and packaging. Preparation of meat products.	Central Institute for Nutrition and Food Research TNO, Utrechtseweg 48, Zeist the Netherlands	To be arranged 3-6 months	Higher professional qualification in food technology and some years of experience. English, German or Dutch.	-	arranged
Technology of oils, fat and margarine	Basic processing of fats and oils, lime degumming, refining, bleaching, hydrogenation, deodorization, winterization, fractionation, interesterification. Production of margarine and modified margarine.	Central Institute for Nutrition and Food Research TNO, Utrechtseweg 48, Zeist the Netherlands	To be arranged 2-6 months	Higher professional qualification in food technology and some years of experience. English, German or Dutch.	-	arranged
Fish processing	Smelling, processing and preservation of fish; microbiology, general and organic chemistry; fishing biology, physics, mathematics; refrigeration techniques.	The State School of Fishery Industry Varna, Norway	August 10 months	Professional qualification and practical experience in fishing industry. English.	-	To be arranged
Alta especialización en tecnología de alimentos	Fundamentos químicos y bioquímicos de la tecnología de alimentos; Ingeniería de los procesos de conservación de alimentos; Control analítico y de calidad en las industrias de alimentos; Control microbiológico e higiene en las industrias de alimentos; Tecnología específica de las conservas, de los zumos de frutas y de los alimentos deshidratados.	Instituto de Agroquímica y Tecnología de Alimentos Jaime Boig 11 Valencia, España	October 9 meses	Título superior expedido por una Universidad Española	15 Septiembre	5.000 ptas.
Especialización en granos	Características generales, físicas, químicas y biológicas de los granos. Análisis de las materias primas. Extracción del aceite de oliva, del aceite de orujo de aceitunas y de los aceites de semillas. Transformaciones de granos comestibles y de granos industriales.	Instituto de la Cereza y sus Derivados Avda. P. García, Número 4, Sevilla, España	November 5 meses	estar en posesión de un título de Facultad universitaria o de escuela técnica superior.	-	16.000 pesetas

FOOD PROCESSING INDUSTRIES (Cont'd)

Food Processing

Food industry technology and management

Slaughterhouse, cutting, packing plant, sausage factory, curing, central kitchen, transportation and engineering and technology administration and management.

Kristianstad-Blekinge Slaughterhouse
S 291 25 Kristianstad
Sweden

To be arranged

Basic education in engineering, technology, biochemistry and/or microbiology. Practice in meat plant operations. English or German.

36,271,500 per month

Sugar beet technology

Any and all subjects relating to sugar beet technology.

Techniques de fabrication de sucre

Chimie générale, chimie minérale, chimie organique, biochimie, microbiologie végétale, mathématiques, T.P. physique, T.P. chimie, organisation des entreprises, français, anglais.

Sugar Research Institute
Erimangit, Ankara
Turkey

As convenient to be arranged

Chemists, or Agricultural and Mechanical Engineers. English, French, German or Turkish

None

Octobre 3 ans

Concours. Français

Jullet

Science et technique verrerie

Cours généraux (minéralogie, physico-chimie, etc.); démonstration de laboratoires (fusion, viscosité, dilatation, etc.); visites d'usines et laboratoires; cours spécialisés (travail de verre chaud, de verre froid, trempé, etc.); exercices pratiques; séminaires.

Ecole supérieure de verre
Charleroi
Belgique

1 Octobre 3 mois

Ingenieurs, docteurs ou licenciés en sciences en fonction dans l'industrie du verre ou qui s'y destinent. Français et accessoirement anglais

1,000 francs net

Glassblowing

The training consists of both theory and practical on-the-job training. The theoretical part covers: Basic chemistry and physics, glass material, electricity, construction of glass instruments, modern techniques in glassblowing. The practical part starts from the beginning, leading to a level adequate for making, servicing and maintenance of various glass instruments.

National Institute for Instrumentation (LII)
Kompiang L.I.P.I.
Jalan Sanggulang
Bandung, Indonesia

1 June 1976 12 months

At least graduate from junior highschool and preferably from senior highschool or technical school. English or Indonesian

US\$, including board and lodging

Optical lens grinding, fitting and glazing

Theoretical and practical lens grinding; prism, diopire, prescriptions, fitting and glazing, general mathematics (algebra, trigonometry, geometry); vector analysis (composition and decomposition); geometrical optics, wave optics, high vacuum coating, anti-reflection system.

Organization for Small Scale Industries and Industrial Institutes of Iran
Av. Aryamehr, P.O. Box 126
Tehran, Iran

March and September 6 months

Secondary school diploma and practical experience in optical field. Parsi or English

About US\$

Optics

All branches of optical science.

High school graduate. Italian

October

1,100,000

Estado vidrio y tecnología del vidrio

Temas: Historia del vidrio; al estado vítreo, definición de vidrio; cristalográfica del vidrio; teorías acerca de la estructura del vidrio; estudio de algunos vidrios simples; materias primas y composiciones empleadas para la fabricación de vidrios; el proceso de fusión del vidrio, afinado; materiales refractivos para la industria del vidrio; procesos de devitrificación; defectos de los vidrios; coloración de los vidrios; especificación del vidrio; el enfriamiento del vidrio; aplicaciones prácticas de vidrios. Trabajos prácticos: análisis químico de vidrios. Trabajo práctico de dilatación térmica y del coeficiente de expansión térmica y del punto de transición vítrea; punto de Littleton; obtención de curvas de viscosidad-temperatura; determinación del índice de refracción; atacabilidad química; estudio de algunas propiedades mecánicas; diagramas de absorción espectral; estudio de espectros de infrarrojo; ensayos de devitrificación; estudio microscópico de algunos defectos de los vidrios; análisis de burbujas.

Instituto de Cerámica y Vidrio
Carrera de Valencia
Km. 24,300, Arganda del Rey
Madrid, España

1 Abril 4 semanas

Señalado de grado superior y equivalentes. Español

1,000,000

LABORES RECOMENDADOS

Nombre de Curso	Contenido del Curso	Organismo, Vendedor	Idioma	Costo	Fecha
Curso de Tecnología del Cuero	Final animal; aspectos biológicos, bioquímicos y fisiológicos; collageno; defectos de la piel; operaciones y procesos de precurtición, curción, post-curción, temido y terminación. Efluentes de curtiembre. Evaluación de materias primas, productos elaborados y semi-elaborados; muestreo; análisis y ensayos; control de calidad. (Curso teórico-práctico).	Centro de Investigación de Tecnología del Cuero (CITEC) Av. Centenario 141 y 142, La Plata, Argentina	Español	A	1968
Tecnología del Cuero	Collageno; procesos de pelambre, nutrición y terminación; efluentes de curtiembre, propiedades del cuero. (Adiestramiento y perfeccionamiento en investigación sobre dichos temas.)	Centro de Investigación de Tecnología del Cuero (CITEC) Av. 147 entre 141 y 142, La Plata, Argentina	Español	A	1968
Tecnología de Tannerie	Première phase d'une durée de 4 mois: (a) la technologie de tannerie; notions générales sur la fabrication des cuirs; cours spécial sur la fabrication des divers types de cuirs; (b) les travaux de tannerie: tannage végétal; tannage des peaux à fourrures; tannage au chrome; tannage chromé et tannage méga; (c) initiation aux travaux de laboratoire d'analyse et de contrôle; (d) contrôle de la fabrication des cuirs. Deuxième phase, 4 semaines: Etude détaillée et contrôle des fabrications choisies par le stagiaire.	L'Institut communal d'enseignement technique de chimie et de tannerie de la ville de Liège, Liège, Belgique	Français	A	1968
Stage accéléré sur le tannage végétal	Principes et pratique du tannage moderne au végétal en cuir lourd et léger. Technique du semi-terme. Contrôle de la qualité. Notions de direction d'une tannerie.	Ecole Française de Tannerie (Université de Lyon) 181-203 Avenue Jean-Baptiste 69303 Lyon, France	Français	A	1968
Leather technology	Training in the manufacture of variety of leathers; training in maintenance of tanning machinery; training of foreign personnel in the production of leathers; annual seminars on problems relating to leather and allied industries; refresher courses on dyeing and finishing of leather.	Central Leather Research Institute, Adyar Madras-600020, India	Any language during the year 3 months to 1 year	Rs. 3/- per month	-
Curso acelerado sobre curción al vegetal	Principios y práctica de la curción al vegetal del cuero pesado y liviano. Técnica del semi-acabado. Controlador de la calidad. Módulos prácticos de dirección de una tannería.	Escuela Sindical Superior de Tonería Iguazada, España	3 meses de curso 8 semanas	-	-
Leather technology	Specialized training in one or another of the following: Picking and curing of raw hides and skins; unbraking, pickling and all types of tanning for clothing, shoe upholstery, sole and mechanical leathers; dyeing and finishing of all types of leathers; tannery management; engineering, costing; analysis and testing; shoe technology.	College of Technology St. George's Ave. Northampton United Kingdom	September to 13 weeks	To be arranged	English
Intensive course on vegetable tanning	Principles and practice of modern heavy and light leather vegetable tanning. Semi-processing techniques. Quality control. Elements of practical tannery management.	Leather Department Northampton College of Technology St. George's Avenue Northampton MK2 6JB United Kingdom	May 8 weeks	To be arranged	English

PROFESIONALES, INVESTIGADORES

Country/Origin	Description of Work	Organizing Office	Duration	Qualifications	Language	Remarks
Belgium	1. Laboratoire de metallurgie de l'Université de Gand, Al Sub-Pierement, Gand. Sujets de recherches: fusions de alliages (laminaire et laminaire); cables de soudage et liants; essais de soudage à haute limite élastique; espallies metalliques pour soudage des tubes ferreux.	Centre de recherches scientifiques et techniques de l'Université des fabrications metalliques Gand, Belgique	Variable	Ingenieurs mecaniciens; Ingenieurs en constructies civiles; Ingenieurs metallurgistes (problemas de soldadura); Ingenieurs electricistas (comandos mecanicos para accionamiento); Francés, neerlandés, eventualmente inglés	-	A arrange
Belgium	2. Laboratoire de recherches des matériaux de l'Université de Gand, Al Sub-Pierement, Gand. Sujets de recherches: études de la fragilité des assemblages soudés; influence des défauts sur le comportement des joints soudés; analyse et conception des assemblages soudés; études de soudage à pression à température ambiante; études du comportement des assemblages soudés soumis à pression et à haute température.	Centre de recherches scientifiques et techniques de l'Université des fabrications metalliques Gand, Belgique	Variable	Ingenieurs mecaniciens; Ingenieurs en constructies civiles; Ingenieurs metallurgistes (problemas de soldadura); Ingenieurs electricistas (comandos mecanicos para accionamiento); Francés, neerlandés, eventualmente inglés	-	A arrange
Belgium	3. Laboratoire de résistance des matériaux et de stabilité des constructions de l'Université de Liège, Institut du génie civil, 6 quai Sarming, Liège.	Centre de recherches scientifiques et techniques de l'Université des fabrications metalliques Gand, Belgique	Variable	Ingenieurs mecaniciens; Ingenieurs en constructies civiles; Ingenieurs metallurgistes (problemas de soldadura); Ingenieurs electricistas (comandos mecanicos para accionamiento); Francés, neerlandés, eventualmente inglés	-	A arrange
Belgium	4. Laboratoire de soudage de l'Université de Louvain, Avenue de Louvain, Louvain-la-Neuve. Sujets de recherches: commande mecanique des machines-outils; études des machines-outils; études des outils de rectification; étude des conditions de travail en rectification.	Centre de recherches scientifiques et techniques de l'Université des fabrications metalliques Gand, Belgique	Variable	Ingenieurs mecaniciens; Ingenieurs en constructies civiles; Ingenieurs metallurgistes (problemas de soldadura); Ingenieurs electricistas (comandos mecanicos para accionamiento); Francés, neerlandés, eventualmente inglés	-	A arrange
Spain	Primer parte: estudio de los conceptos de construcción metálica y de gestión aplicables en control de calidad y fiabilidad. Segunda parte: aplicación del control de la calidad a las distintas especialidades de la industria metalúrgica.	Oficina Oficial de Comercio, Industria y Fomento de Barcelona. Programa de Invest. Científicas y Técnicas. Jorge Girona Salgado s/a, Barcelona 17, España	Febrero 1976 3 meses	Nivel de escuela universitaria. Español	15 enero 1976	No fijado
Spain	Segunda y última del aluminio y sus aleaciones; segunda del aluminio y sus aleaciones; soldadura del aluminio y sus aleaciones; soldadura superficial del aluminio.	Centro Nacional de Investigaciones Metalúrgicas CSRII Ciudad Universitaria Madrid 3, España	Variable 1 mes	Técnicos e industriales con experiencia o certificados universitarios. Español	-	A convenir
Germany	Advanced practical training covering all aspects of letterpress printing (relief printing).	Carl-Reisberg Gesellschaft and Zentralstelle für Arbeitvermittlung der Bundesanstalt für Arbeit (Central Placement Office of the Federal Institute of Labour)	To be arranged 18 months (including 1 month introductory course and up to 5 months language course)	Professional education. German	-	To be arranged
Germany	Advanced practical training covering all aspects of letterpress printing (relief printing).	Carl-Reisberg Gesellschaft and Zentralstelle für Arbeitvermittlung der Bundesanstalt für Arbeit (Central Placement Office of the Federal Institute of Labour)	To be arranged 18 months (including 1 month introductory course and up to 5 months language course)	Professional education. German	-	To be arranged

Pulp and paper technology

Wood chemistry, pulping technology; paper technology (general and applied). Autumn term: laboratory courses. Spring term: research projects in pulping and paper making, on problems of special interest.

Laboratory of Cellulose Technology,
The University of Trondheim, the Norwegian Institute of Technology, Norway. Sponsored by the Norwegian Agency for International Development

September 1976 and 10 months English

To be arranged

Textile

Métrologie des caractéristiques des fibres, filatures; filature de coton et de laine; processus de tissage; procédés de tricotage; examen de l'évaluation des études en cours dans les laboratoires de recherche textile (coton, laine, lin, fibres chimiques); aide technique aux moyennes et petites entreprises textiles; notions élémentaires des méthodes statistiques dans l'expérimentation textile; cycle de formation accordé aux connaissances générales textiles pour non-spécialistes.

Enseigné à Bruxelles, 24 rue Mont Vert, Bruxelles 4 Belgique

En septembre à partir de septembre 2 mois avant le début des matières secondaires supérieures à partir de matières 4; moins diplômé l'assistant à partir de l'année technique supérieure pour les connaissances de base des produits et matières. Variétés de procédés de fabrication de l'industrie textile française et néerlandaise.

August 1976 To be arranged

Garment manufacture

Material and testing; garment design; garment machinery; garment manufacture.

The Hong Kong Productivity Centre Gloucester Building Des Voeux Rd., Central Hong Kong

September 4 months experience in garment manufacturing. Chinese Cantonese.

August 1976 To be arranged

Textile dyeing and weaving

Textile dyeing, finishing and weaving.

National Industrial Standards Research Institute Textile Division 199, Dong Soong Dong Chongno-Au, Seoul Republic of Korea

To be arranged

Textile mill management

Theory and practice of industrial organization and management; costing; maintenance, production control; quality control; statistics; trouble shooting; operative selection and training. Theory and practice of textile manufacturing processes; cotton and synthetic spinning, weaving, knitting dyeing, finishing and printing. Is-plant training; case study.

October 5-6 months Production managers and technical staff; minimum secondary level schooling, 2 years experience in textile industry. English

August To be arranged

General / general de la cultura en las industrias textiles y de cueros

Primeros cursos: estudio de los conceptos de certificación, control y calidad. Segundo parte: aplicación del control de la calidad a la cultura de primera materia y durante los procesos de hilatura, tejeduría y operaciones de tintura y acabado.

Oficina Oficial de Comercio, Industria y Minería de Barcelona. Patronato de Inver. Científica y Técnica "Juan de la Cierva" Josep Girona Balagado s/n, Barcelona, España

Febrero 1976 3 meses Nivel de escuela universitaria. Español

15 enero 1976 No fi jobs

Country	Organization	Course Title	Duration	Language	Level
France	Preparatory Institute for Textile Industries Ministry of Industry P.O. Box 2002 Damascus Syrian Arab Republic	October 2 years	Higher school certificate. Arabic	Free	
France	Union of Textile Industry Parsons St. Damascus Syrian Arab Republic	May 6 weeks	Secondary school certificate and preparatory textile course. Arabic	Free	
France	Textile Industry Division, Department of Industrial Promotion, Ministry of Industry Soi Klay Nam Tai Bangkok 11, Thailand	To be arranged 4 weeks to 2 years	Technical school graduates. English	-	
France	International Wool Secretariat Carlton Gardens London SW1, United Kingdom United Kingdom - Ilkley; France - Roubaix; Netherlands - Delft Italy - Biella; Japan - Ichonomas United States - Long Island of America	3 months	Training and experience in any aspect of textile technology, especially in relation to staple fibres with exception of manufacture of synthetic fibres. English, French, German, Dutch, Italian or Japanese	Dependent on number of trainees. Cost per head for five participants US\$1,560	
France	Secrétariat international de la laine Carlton Gardens London SW1, Royaume-Uni Royaume-Uni - Ilkley; France - Roubaix; Pays-Bas - Delft; Italie - Biella; Japon - Ichonomas Etats-Unis - Long Island	3 mois	Formation et expérience dans tous les domaines intéressant l'industrie textile, notamment dans celui des fibres coupées (fibres synthétiques exclues). Anglais, français, allemand, néerlandais, italien ou japonais	Dépendant du nombre de stagiaires. Coût par stagiaire pour un groupe de cinq participants 1,560 dollars des Etats-Unis	
France	Shirley Institute, Madbury, Manchester E20 8HX, United Kingdom	27 April 1976 3 days	Management level. English	660	15 April 1976
France	Shirley Institute, Madbury, Manchester E20 8HX, United Kingdom	To be arranged 1 day to 6 months	Professional qualification. English	£25 to £35 per day depending on course	

Textile Technology (Cont'd)

Quality Control

Textile Industry
Fundamental science and technology of textile engineering.

Quality control for cotton spinning

Quality control for cotton spinning, including test of yarn, measuring of count, chemical testing, control and testing of raw cotton, treatment on use of instruments used in testing laboratories, etc.

Textile Industry

Spinning, weaving and preparation, knitting, dyeing, printing, textile design, textile testing, handloom weaving, mechanical silk reeling.

Textile Technology

Fibre preparation; spinning of yarn by wools, worsted or combed-out combs; yarn preparation for manufacture of fabrics; weaving; knitting (cmap and wft); non-woven fabric production; finishing of fabrics; set-up of fabrics; carpet manufacture.

Technology of new textiles

Traitement préliminaire des fibres, filature de laines cardés, peignés ou combs, préparation des fils destinés à la fabrication d'étoffes, tissage, tricotage sur aigles, chaîne et tricotage à mailles serrées, fabrication d'étoffes non tissées. Finissage des étoffes. Confection. Fabrication de tapis.

Textiles

English Shirley International Seminar on new fibres, new finishes, new chemical processes.

Textiles

Textile fibres, yarns and fabrics; structure, properties, end-uses; textile processing and machinery from spinning to dyeing and finishing; garment making; quality control; testing; technical management; investment appraisal.

WOOD PROCESSING INDUSTRIES

Country/Region	Description of Project/Institution	Organizer/Address	Duration	Language	Fee
Brazo y construcción en madera	La madera como material de construcción elemental de unión en las construcciones de madera; viviendas económicas de madera; elementos compuestos.	Instituto Forestal de Chile Santiago, Chile Chile	6 weeks	Spanish	-
Forestry and wood-using industries	Training centre organizes courses and seminars, expert group meetings for the planning of their training programme, primarily to support Finnish international development-co-operation projects in forestry and wood-using industries. The Centre also participates in work support educational institutions in this field in the developing countries.	Training Centre for International Development in Forestry and the Wood-using Industries National Board of Forestry P. O. Box 1000, Helsinki Finland	1 year	Finnish, English	-
Wood technology and management	Wood anatomy, physical properties of wood, mechanics, chemistry and chemical processing, biological deterioration, wood physics, mechanical processing, wood seasoning, wood preservation, primary processing, secondary processing, logging and harvesting, defects and grading, principles of structural engineering, furniture manufacture; principles of economic theory, Economics, marketing, transport economics, industrial economics, administration and personnel management, accounts.	University of Science and Technology, Kumanu and Forest Products Research Institute (CSIR) Kumasi, Ghana	6 months	English	\$1,000 to \$2,500
Timber structures and technology	Basic properties of timber; utilization of timber; structural analysis of components; the building process with timber; protection by design; bio-deterioration and preservation of timber.	Department of Civil Engineering, Imperial College, University of London London S.W.7 United Kingdom	One year	English	400
Furniture design, technology and production	Creative furniture design production, professional practice and management, furniture construction technology.	School of Art and Design, Furniture and Timber, The Buckinghamshire College of Higher Education, Alexandra Road, High Wycombe, Bucks. United Kingdom	September 1 year	English	To be arranged
Timber studies	The technology and utilization of wood; commercial practice, management and marketing. Specialization in one of following: small management, utilization of wood, mobile woodworking, wood technology, timber engineering, wood preservation, seasoning and kilning, joint management and materials handling, marketing of wood and wood products, manufacture of wooden furniture, wood in building, economics of the timber industry, small technology.	School of Art and Design, Furniture and Timber, The Buckinghamshire College of Higher Education, Alexandra Road, High Wycombe, Bucks. United Kingdom	September 9 months	English	To be arranged
Forest products utilization	To be arranged.	Organization of American States 17th Street and Constitution Avenue N.W. Washington, D.C. 20006 United States of America	To be arranged 12 months	English	-

TRAINING OPPORTUNITIES OFFERED BY INSTITUTIONS OTHER THAN UNIDO (FUNCTION ORIENTED)
FORMULAIRES DE PRESENTATION OFFERTES PAR DES INSTITUTIONS AUTRES QUE L'UNION POUR DES FONCTIONS DANS L'INDUSTRIE
OPORTUNIDADES DE CONTACTACION OFERTAS POR INSTITUCIONES EXTERNAS DE LA ORGAN. POR FUNCIONES INDUSTRIALES

APPROPRIATE AND ELECTRONIC DATA PROCESSING

Country of Origin	Course Description	Language	Course Dates	Organizer Name	Address	Qualification	Language of Instruction	Remarks
Belgium	Les systèmes d'information, les fonctions, les langages, le logiciel, etc.	Français	A convenir 2-3 jours	SINCO et Bureau Marcel van Dijk, 57 rue Sainte-Anne, 75002 Paris, France et Avenue Louise 409, 1050 Bruxelles, Belgique	Cadres responsables. Français	-	-	A fixer
Belgium	Cours théoriques: Initiation à l'informatique; programmation COBOL; programmation FORTRAN; programmation PL 1; analyse et méthodes; pupitrage des ordinateurs IBM 360 en multi-programmation; utilisation des consoles de time-sharing. Partie pratique: Les cours dont mention ci-avant sont largement complétés par des exercices pratiques, adaptés aux desiderata des stagiaires et à la nature des fonctions qu'ils exercent dans leurs pays	Français	2 à 10 mois suivant la nature des objectifs poursuivis	Centre d'informatique générale Rue des Colonies 35 Bruxelles, Belgique	Etre titulaire d'un diplôme du cycle supérieur de l'enseignement moyen (équivalent aux humanités ou baccalauréat). Français.	-	-	A discuter
France	Notions d'informatique (analyse, matériels) illustrées d'exemples sur le site. Se propose d'aider les dirigeants d'entreprise et administrations à contrôler l'usage de l'informatique et à l'utiliser pour la prise de décisions.	Français	mars 6 semaines	ACTIM 64 rue Pierre Charron Paris 8e France	Responsabilités dans l'entreprise ou l'administration. Connaissance étendue des méthodes modernes de gestion. Français (ou anglais parfait)	octobre	-	A arranger
France	Applications des ordinateurs dans la production: automatique (régulation, commande, optimisation); gestion de la production (planification, etc.); intégration des niveaux d'automatisation. Rappels théoriques, études in situ, échanges d'expériences.	Français	d'octobre 6 semaines	ACTIM 64 rue Pierre Charron Paris 8e France	Ingénieurs, chefs de projets d'automatisation pour une entreprise ou un secteur industriel. Français (ou anglais parfait)	fin mai	-	A arranger
China	Introduction to low cost automation; industrial pneumatics; industrial hydraulics; industrial electrical control; automatic assembly (including practical exercises).	Chinese	July 1976 6 months part time	The Hong Kong Productivity Centre, Gloucester Building, Des Voeux Road, Central Hong Kong. Ksun Tong, Kowloon, Hong Kong	University degree and at least 2 years experience working in a factory. Chinese	May 1976	-	HK\$1,000
India	Information: Basic concepts and definitions; formal elements of an information system; history and sociology of scientific communication; techniques for handling information; document and information storage systems; dissemination of information; question analysis and search strategies; analysis, design, testing and evaluation of information systems; reprographic methods.	English	September 7 weeks	Small Enterprises National Documentation Centre (SEMDOC), SIET Institute, Yousufguda, India Hyderabad, India	Professional qualification. English	-	-	US\$500 (incl. including cost of board and lodging)
Spain	Análisis de Sistemas, Técnicas de Información, Recopilación de Datos, Organización Administrativa, Planificación Ejecución	Español	a ser fijada 5 semanas	Instituto Ierseal de Productividad División de Cooperación Internacional, Ministerio de Relaciones Exteriores Jerusalén (Tel Aviv)	Calificaciones profesionales. Español	-	-	a ser fijada

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Systems analysis for automatic data	Planning and implementation of various automatic data processing systems. A.D.F. applications in various industrial areas - from the experience gained in Israel - will be presented in this part of the course. In order to observe closely the problem involved in efficient implementation of A.D.F. systems under the conditions prevailing in a developing country. At the same time, background lectures will be given and discussions will take place on subjects of systems analysis, information systems, use of scientific management techniques, and the steps to be taken in connexion with A.D.F.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	1968-69 12 weeks	By invitation only Bilingual	1968	130
Automation of mechanical operations; optimal utilization of resources	Engineering process automation; manufacturing process automation; economics of automation; management training for automation.	Centro Internazionale Perfezionamento Professionale y Tecnico Corso Unità d'Italia, 140 Turin, Italy	For further information	Perfeccionamiento profesional en el campo de la producción, diseño, planificación, control de producción, perfeccionamiento profesional de los componentes, investigación de plantas, mantenimiento, instalación, conversión adaptativa de máquinas y herramientas para la producción; cursos para la mejora de experiencia en la manufactura industrial, actividades de servicios técnicos, e investigación y perfeccionamiento profesional técnica y científica de los operadores en tecnología mecánica. Edad: 25 años. Español	To be arranged	To be arranged
Automatization of las operaciones técnicas para la utilización óptima de los recursos	Automatización de los procesos mecánicos; automatización de los procesos de fabricación; aspecto económico de la automatización; dirección; metodología de la formación.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	To be arranged 12 weeks	Junior to middle-level executives or administrative specialists from enterprises, institutions or administrations in developing countries, holding posts concerned with or about to be concerned with installation and operation of computer-assisted administrative systems, with at least 3 years of experience in administrative operations or the study of administrative systems. Age: 25-40. English	To be arranged	To be arranged
Installation des systèmes de traitement électronique des données	Principes généraux; éléments du système; techniques; systèmes; mesures de l'efficacité.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italy	à convenir 12 semaines	Cadres moyens et spécialistes de l'administration travaillant dans des entreprises, des institutions ou les administrations de pays en voie de développement, qui s'occupent ou devront s'occuper sous peu de l'installation et de l'utilisation de systèmes administratifs fondés sur un ordinateur, avec au moins 3 ans d'expérience de travail ou d'étude des systèmes administratifs. Age: 25 à 40 ans. Français	à convenir	à convenir

AUTOMATIC AND ELECTRONIC DATA PROCESSING (Cont'd)

Country	Course or Subject	Course Description	Organizer: Name	Duration	Language	Remarks
	Tecnología de los sistemas de control electrónicos en la industria	<p>Objetivos: adaptada a la enseñanza de la electrónica y a las condiciones de la formación en los países en vías de desarrollo, así como a las condiciones de trabajo de sus industrias.</p> <p>Tecnología: comprende las operaciones técnicas relativas a la concepción, instalación, funcionamiento, mantenimiento y sustitución de los equipos y sistemas con semi-conductores utilizados para controles automáticos en la industria.</p> <p>Técnicas de dirección y organización industrial: comprenden la dirección de equipos de trabajo (en el campo de la electrónica industrial), ejecución de proyectos y gestión de almacenes y equipo.</p>	Centro Internacional de Profesionalización Tecnológica Corso Unita d'Italia, 140 Turin, Italia	Por decidir 12 semanas	Francés	Datos a petición
	Informaticque	<p>Enseignement des notions méthodologiques et techniques nécessaires à la fonction d'analyse de systéme, à travers: informatiques des entreprises, étude des cas; produit informatique, conceptions, cycle de vie de planification, organisation, documentation du travail, project control, techniques de projet et travaux pratiques, interview, report writing, for design, charting, analyse et définition du flux des informations, examens de faisabilité spécifique, problèmes de conversion, project management; techniques d'évaluation économique de l'intervention informatique (analyse de la valeur de l'information), techniques d'enregistrement des données et traitement I/O, programmation des données, des archives, des archives intégrées, éléments de TD, TP, TR, contrôles processus, évaluation emploi modification et entretien des packages standard professionnels.</p>	Plat-Centre de Formation Professionnelle "G. Agnelli", 103 Corso Dante, Turin, Italie	Janvier 8-12 semaines	Francés, italien ou anglais	A fixer
	Informaticque	<p>Enseignement des notions nécessaires à introduire les participants au projet, à l'entretien et à la gestion du software de base, à travers: projet et entretien du software de base, analyse de la fonction et du contexte de l'organisation; théorie des langages; techniques de gestion des données; structure des langages et des superviseurs; gestion et optimisation des ressources; techniques de comptabilisation de l'emploi des ressources; organisation des données et des archives; standards professionnels.</p>	Plat-Centre de Formation Professionnelle "G. Agnelli", 103 Corso Dante, Turin, Italie	Janvier 8-12 semaines	Francés, italien ou anglais	A fixer
	Informaticque	<p>Enseignement des notions nécessaires aux participants afin de préciser et d'évaluer les possibilités d'emploi des instruments de traitement des informations, à travers: valeur économique et stratégique de l'information; traitement automatique des informations, objectifs et secteurs d'application, ressources, coûts, paramètres de performance, standard et planification des activités; projet, emploi et évaluation du "produit informatique"; ordinateurs et modalités opérationnelles; fonctions et applications des ordinateurs dans l'entreprise, étude des cas, emploi des packages et des centre-services utilisateurs.</p>	Fiat-Centre de Formation Professionnelle "G. Agnelli", 103 Corso Dante, Turin, Italie	Janvier 2 semaines	Francés, italien ou anglais	A fixer
	Computer science	<p>Introduction to computer and data processing, accounting, applied statistics, Fortran programming, Cobol programming, applications of programming and assembly language programming.</p>	American University of Beirut, Division of Extension and Special Programs, Beirut, Lebanon	October 1976 9 months	English	English entrance examination.

Course or Subject	General description	Organizer, Venue	Commencing date	Qualifications/Length of programme	Last date for receipt of applications	Fee
Low-cost automation and production management	Introduction to low-cost factory automation; approaching automation; automation in the national setting; automation and industrial management; automation, its social and economic impact; automation and labour problems. Automation and engineering aspects: the available means for automation; universal standards used in designing automatic control systems; fundamentals in designing automatic control systems; analytical approaches in designing control systems; criteria for selection of technical means for automatic control systems; automation and methods engineering. Laboratory and in-plant exercises: design of practical automatic control circuits; de-bugging of automatic control bugs; in-plant visits; in-plant exercises; designing automation for production operation. Advanced production management; statistics as applied to business; calculus as applied to production management; optimum operation models; forecasting models; planning; scheduling and critical path; materials handling.	Institute for Small-Scale Industries, University of the Philippines UP Campus, Diliman, Quezon City the Philippines	August 1966	12 weeks	University degree or college diploma in mathematics, science or technology. English	US \$100
Perfectionnement des cadres dirigeants, organisation du système informatique	Management général; méthodes et techniques modernes de gestion; management et organisation moderne; économique; Gestion des entreprises.	Académie Stefan Steinhilf CEFEA - Centre International pour le Perfectionnement des Cadres, Soseaua Orai 30, P.P. 108, Bucarest Roumanie	14 March - 12 Semaines	Cadres dirigeants d'entreprises de l'Administration publique. Informations de sources ou en formation. Français, anglais, espagnol	1 May	US \$1,100
Computer management	Organization, administration and control of computer centres; principles of management; social and economic aspects of computing. Computer systems and programming. Information processing methods. Information systems analysis and design.	Department of Computer Science, Birkbeck College, University of London, Malet Street, London W.C.1. United Kingdom	1 October - 12 months	University degree. English	1 May	£400
Computer control and hybrid computing	Process computer structures, operating systems. Economic considerations; assessment of computer control requirements. Programming for on-line computer control; process models and controller design for computer control; techniques of data logging, transmission and reduction; modular and multilevel computer systems; computer control of pilot plant and applications in chemical, steel, coal and power industries; the analogue/digital hybrid systems; process simulations using the ADM/COMPAC system.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	1 March 1966 - 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£60
Control systems I	Survey of basic principles of linear control theory; feedback and feedforward control; stability criteria; graphical methods of design; performance criteria, compensation methods; implementation in computer aided design; transport delays; application of linear theory in the design of practical systems, industrial examples; practical work concerned with the operation and performance testing of servomechanisms and process control systems.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	October - 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£60

ADVANCES AND ELECTRONIC DATA PROCESSING (Cont'd)

Country/Origin	Organization/Institution	Project/Topic	Duration	Staff/Personnel	Cost
United Kingdom	Department of Control Engineering, University of Sheffield, Ropain Street, Sheffield S1 3JD, United Kingdom	Types of non-linearity and their effects on system performance; describing functions and their use in graphical analysis; Phase-plane techniques, limit cycles, singular points, trajectories, isoclines, Euler-Engelshaver harmonic linearization; frequency linearization; Liapunov and Popov stability criteria; sampled-data analysis; z-transforms, data extrapolators, sampled-data feedback design using graphical methods. Time-domain and frequency domain sensitivity theory; signal-flow techniques in sensitivity theory; non-linear and sampled-data systems; practical investigations and simulation of electromechanical and hydraulic systems incorporating non-linear components and samplers.	November 3 weeks	University degree or college diploma in mathematics, science or technology. English	£60
United Kingdom	Department of Control Engineering, University of Sheffield, Ropain Street, Sheffield S1 3JD, United Kingdom	State space formulation, discrete systems; modes and reduction of system order; frequency-domain analysis, non-interaction, inverse Nyquist array, return difference matrices, optimality; Liapunov matrix equation; controllability, observability; pole-zero assignment; state observers; control system design using dynamic programming and maximum principle with quadratic performance criteria; CAD applications using COSMAC computer and TRIST terminal.	26 January 1976 3 weeks	University degree or college diploma in mathematics, science or technology. English	£60
United Kingdom	Institute of Computer Science, University of London, 44 Gordon Square, London W.C.1, United Kingdom	Computer management; organization, administration and control of computer centres; principles of management; social and economic aspects of computing; Computer systems and programming. Information processing methods. Information systems analysis and design.	Early October 1 year	Occupying a position of considerable responsibility and having a university degree in an appropriate discipline. English	£500
Argentina	Centro de Investigación Documentaria, Casilla de Correo 1369, Buenos Aires, Argentina	Manejo de la información en el campo de la tecnología.	A discutir 4 meses	Nivel universitario. Experiencia en documentación. Español	A discutir
Belgium	CMOP-CIM et Bureau Marcel van Dijk, 57 rue Sainte-Anne, 75002 Paris, France et Avenue Louise 409, 1050 Bruxelles, Belgique	Documentation dans l'entreprise.	A convenir 2-3 jours	Documentalistes. Français	A fixer
Chile	Centro de Información y Documentación del Instituto Tecnológico de Chile Ave. Sta. María 06500 Casilla 667 Santiago-CHILE	Organización y Operación de Centros de Información Discusión selectiva de Información Servicio de correo, Resolución de Problemas de Telemática, Formación y Mantenimiento de Fuentes de Información.	Variable 1 mes	Nivel universitario.	a fijar

INTERNATIONAL CONFERENCES AND SEMINARS

INDUSTRIAL INFORMATION AND DOCUMENTATION (Cont'd)

Course or Seminar	General description	Organizer: Name	Commencement Date	Qualification Requirements	Last date for receipt of applications	Fee
Industrial information	Industrial information systems; PERT/CPM; industrial classification; operations research; industrial survey, market survey; project identification and evaluation.	Institute of Industrial Information, 15 Green Street, Bombay, India	20 February 1976	University diploma	15 February 1976	
Information for industry	Information needs of industry; characteristics of industrial information; status and structure of information unit in industrial organizations; functions of industrial information unit; sources of industrial information; and organization and dissemination of industrial information.	TRDOK, Atalik Bulvari 20b, Kavaklidere, Ankara, Turkey	November-December 1975 2 weeks	University graduate preferably with knowledge of English	15 October 1975	
Evaluación de proyectos Por determinar.		Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril y octubre de cada año 10 días	Graduado universitario. Espanol.	Enero 1976	A determinar
Science and technology in the development process	Science and technology in the development process, including topics such as management of change in a developing society; planning for change in a patterns of public administration; community development, industrial structure and entrepreneurship, and agricultural development; macro-level management, with special reference to manager of research and development at laboratory level.	The Government of India in collaboration with the Administrative Staff College of India (Hyderabad) co-ordinated by the United Nations Economic Commission for Africa, P.O. Box 301, Addis Ababa, Ethiopia	To be arranged into 6 weeks	African Senior policy-making civil servants in economic planning, industry, agriculture and finance ministries, as well as senior managerial and technical personnel in parastatal enterprises or appropriate applied technology agencies. English		
Técnico en elaboración	Matemáticas aplicadas; procesos industriales; maquinaria; control de calidad del proceso; cálculos de producción; comportamiento humano; seguridad e higiene; mantenimiento industrial; química general; aplicaciones estadísticas; operaciones fundamentales de fabricación.	Instituto Técnico de Capacitación y Productividad, IRRICAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 1976 9 meses	Reclutar industrial con Experiencia en empresas. Espanol.	Enero 1976	A determinar
Development planning	Required courses: Development planning and implementation; statistics and national accounts; project formulation and evaluation; Arab economic integration and contemporary economic problems; workshop on research and methodology. Choice of optional courses: Agricultural planning; industrial planning; financial planning; foreign trade; education and manpower planning; physical planning.	The Arab Institute for Economic and Social Planning, P.O. Box 5634, Kuwait	1 October 1976 12 months	Civil servants and private sector employees involved in certain aspects of development planning and implementation. Arabic and English	30 June 1976	
Industrial relations	Critical analysis of industrial relations systems in the perspective of development and change. The programme does not offer specialized training in specific skills but is primarily intended to develop a broader outlook and deeper understanding of problems of industrial relations. The programme has the following components: Bases for the study of industrial relations in the Third World; problems of industrial relations in the Third World; case studies. Active participation will be promoted through the organization of research and project groups for country and case studies. The programme will include some study visits and field work.	Institute of Social Studies, The Hague the Netherlands	1 October 1976 6 months	Appropriate Bachelor's degree and relevant years of experience, whether in academic work or in government or private agencies. English	1 May 1976	Gulders 1,855

INDUSTRIAL PLANNING AND DOCUMENTATION

INDUSTRIAL PLANNING AND PROMOTION (Cont'd)

Country/Institution	Course/Program	Objectives	Duration	Start Date	Cost
	Project analysis	<p>Major elements involved in project analysis: the methods and techniques used in preparing, evaluating and implementing development projects; the process of project analysis; and the inter-relationships between planning at the project or micro level and planning at macro and sectoral levels.</p> <p>The curriculum of the programme includes such topics as: theory of planning and planning techniques; demand analysis and forecasting; cost engineering and project design; capital budgeting techniques; private profitability and social cost-benefit analysis; project management and organization.</p> <p>At the end of the programme participants are expected to be able to contribute to setting up, operating or improving a system of project analysis to be applied to investment decision making in the public sector and to be used as a basis for guiding private investment decisions.</p>	12 July 1976 6 weeks	1 May 1976	Guilders 2,600
	Industrialization	<p>The international summer course will give an introduction and general remarks on the economic and social development in the Netherlands; regional industrial development problems in the Netherlands; industrialization and social planning; the development of agriculture and agricultural co-operatives in the Netherlands; general aspects of industrial development; development with emphasis on industrialization; products processing industries; transfer of technology; problems of finance and some other international aspects; problems in selected sectors of industries.</p>	January 1976 13 weeks	13 January and 26 July 1976 4½ months	Guilders 6,000
	Agro-based industrial development	<p>Subjects include marketing, management and technological aspects of agro-based industries, their regional setting, agro-servicing and other institutions, infrastructure, agro-industrial project evaluation and implementation, industrial promotion programmes.</p>	13 January and 26 July 1976 4½ months	6 May 1976 and 5 May 1977 6 months	US\$500
	Regional industrial development	<p>The course is aimed at diminishing the shortage of qualified executives in the field of regional industrial development by providing theoretical and practical training in programmes of regional industrialization in the Netherlands. The principal subjects covered include: industrial development; regional industrialization; industrial projects; industrial promotion.</p>	6 May 1976 and 5 May 1977 6 months	Bachelor's or Master's degree. English	
	Regional industrial development	<p>Introductory economic analysis, development of an area, problem solving, regional development, statistics, development of industrial enterprises, industry studies, economic survey exercises, fieldwork.</p>			

INDUSTRIAL PLANNING AND PROGRAMMING (Cont'd)

Country/Origin	Poland	Ecole Centrale de Planification et de Statistique, Institut Economic des Pays en Voie de Développement, 24 rue Rakowicka, Warsaw, Poland	Le théorie et la pratique de la planification à l'échelle nationale. Compte tenu des besoins et des conditions des pays en voie de développement.	Dip. Ing. (24/10/57) Ingénieur en chef Ingénieur en chef Ingénieur en chef Ingénieur en chef Ingénieur en chef	Dip. Ing. (24/10/57) Ingénieur en chef Ingénieur en chef Ingénieur en chef Ingénieur en chef Ingénieur en chef	A discuter	A discuter
Team and country planning	Technical University of Szczecin, Piastow 14, Szczecin, Poland	The theory and practice of physical planning, with particular attention to regional planning and to the correlation between urban and regional development.	Faculty of Architecture Faculty of Architecture Faculty of Architecture Faculty of Architecture Faculty of Architecture	Faculty of Architecture Faculty of Architecture Faculty of Architecture Faculty of Architecture Faculty of Architecture	A discuter	A discuter	
Industrial projects	University of Brasilia, Brasilia, Yaguajay, United Kingdom	The nature of project planning; project identi- fication and preparation; principles of project appraisal; economic appraisal; finance and aid; implementation and control; industrialization and international considerations; review.	University of Brasilia University of Brasilia University of Brasilia University of Brasilia University of Brasilia	University of Brasilia University of Brasilia University of Brasilia University of Brasilia University of Brasilia	A discuter	A discuter	
Desarrollo agroindustrial	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America (Puerto Rico)	Ejecución y control de proyectos agroindustriales.	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America (Puerto Rico)	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America (Puerto Rico)	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America (Puerto Rico)	A discutir	A discutir
Localización industrial	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America	Por determinar.	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America	Organización de los Estados Americanos, 17th Street and Constitution Avenue, E.W. Washington, D.C. 20004, United States of America	A discutir	A discutir
Realización de proyectos industriales	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Regional de Desarrollo, Buenos Aires, Argentina.)	Operación y ejecución del crédito y proyectos industriales.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Regional de Desarrollo, Buenos Aires, Argentina.)	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Regional de Desarrollo, Buenos Aires, Argentina.)	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Regional de Desarrollo, Buenos Aires, Argentina.)	A discutir	A discutir
Conditions de création d'entreprises	Société de Recherche Océanographique et Economic Appliquée, SUDOC S.A. 522 Avenue Louise, Bruxelles 5, Belgique	Organisation générale de l'entreprise et des principaux départements structurels (le calcul économique, le marché, coûts, prix de revient, projets); le modèle économique, structure, modèles particuliers (investissements, stocks, trésores); étude des potentiels (marché, matières, personnel, etc.); exploitation des modèles (par la décision de création, par l'exploitation (contrôle)).	Société de Recherche Océanographique et Economic Appliquée, SUDOC S.A. 522 Avenue Louise, Bruxelles 5, Belgique	Société de Recherche Océanographique et Economic Appliquée, SUDOC S.A. 522 Avenue Louise, Bruxelles 5, Belgique	Société de Recherche Océanographique et Economic Appliquée, SUDOC S.A. 522 Avenue Louise, Bruxelles 5, Belgique	A discuter	A discuter

INVESTMENT PROMOTION (Cont'd.)

Credits & L'Industrie

1. Evolution générale de la Société nationale de crédit à l'industrie depuis son origine.
Situation et place occupée dans l'économie du pays.
2. Organisation actuelle, étude du fonctionnement interne, vue d'ensemble des différents services.
3. Activité des services-crédits.
4. Activité du Département financier-collecte des capitaux.

Politique des investissements

1. Informations générales relatives à la situation, l'évolution, la politique et les perspectives de la Société nationale d'investissement.
2. Initiation aux méthodes d'évaluation des projets ainsi qu'à l'étude de leurs perspectives de rentabilité, comportant deux aspects.
(a) l'analyse financière et comptable de l'entreprise.
l'étude de la physionomie générale de l'entreprise
(b) l'étude du secteur général

Crédito industrial

Politica de crédito industrial: análisis de proyectos industriales, análisis de proyectos públicos, sistemas de financiamiento a la pequeña y mediana industria, financiamientos directos, procesos de contratación de capitalistas, operaciones en moneda extranjera, visitas y prácticas en otros organismos.

Crédito industrial

Funciones y objetivos, estructura y organización, política de crédito industrial, planeación y análisis de créditos, administración de préstamos, análisis de proyectos agro-industriales, coordinación Crédito artesanal. Crédito minor. Fondo financiero industrial y fondo para inversiones privadas. Evaluación e intercambio de conocimientos y experiencias.

Organization and development of Chambers of Commerce

To be arranged in Chambers of Commerce in seven European countries.

Investment promotion

Study of strategies and instruments in the process of promoting investment in developing countries. Emphasis is on promotion in investments in specific areas, uses of natural resources and development of export capacity.

Business economics

Economy of the enterprise; industrial economics; programming of the firm; sectoral planning; location of industrial activities, accounting; budgeting; organization of the firm.

Société nationale de crédit à l'industrie (SNCI) Bruxelles, Belgique

to arrange in 3 sessions

Société nationale d'investissement (SNI) Bruxelles, Belgique

to arrange in 2 sessions

1 April 1976
4 weeks

ALIDE, Apartado 1230, Lima, Perú.
(Organizado por Banco de Nordeste do Brasil S.A., Fortaleza, Ceará, Brasil.)

Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como técnico en el área de adiestramiento.
Español, portugués

1 March 1976
2 weeks

ALIDE, Apartado 1230, Lima, Perú.
(Organizado por Caja de Crédito Agrario, Industrial y Minero, Bogotá, Colombia.)

Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como técnico en el área del adiestramiento.
Español

International Chamber of Commerce,
38 Cours Albert I,
Paris 15008, France.
(Training in Austria, France, Italy, Netherlands, Federal Republic of Germany, Spain or United Kingdom)

1-3 months

Professional education and executive post with Chamber of Commerce or similar body in developing countries. English, French or German

Ministry of Trade and Industry,
Jerusalem, Israel

January
14 months

3 years experience in a government industry or in an investment bank or correlate. English

SEI Scuola Superiore "Mario Matter"
5, Bonato Milanese,
20097 Milan, Italy

1 November
8 months

University degree.
English

to be arranged

INVESTMENT PROMOTION (Cont'd)

Country/Region	Organization/Agency	Project Description	Objectives	Duration	Comments
		Project feasibility			
		The developing economies, sectoral preferences and projects, needs, objectives and arrangements for feasibility study, marketing analysis techniques, tools for forecasting market demand and supply, technical feasibility, financial analysis, project implementation schedule and monitoring, project case study sessions and discussions, economic analysis.			
		Credito Industrial			
		Análisis y procesamiento del crédito industrial, incluyendo pequeña y mediana industria, análisis y procesamiento de crédito artesanal, evaluación de proyectos, calificación, control y seguimiento de créditos, asistencia técnica.			
		Evaluation des projets industriels			
		Analyse des projets pour les nouveaux objectifs économiques; choix des variantes optimales à l'aide des ratios d'efficacité; les étapes d'analyse des projets d'investissements conformément à la méthodologie de la B.I.R.B.; l'étude du marché et la programmation du développement industriel dans les pays en voie de développement.			
		Credito industrial			
		Sistema del crédito oficial español, funcionamiento del crédito a las inversiones en la industria, preferencias en el banco de crédito industrial y visitas a entidades y organismos.			
		Corrosion			
		Temas teóricos de l'étude de la corrosion. Méthodes expérimentales d'étude et d'essai en corrosion. Corrosion électrochimique. Méthodes électrochimiques d'essai et de contrôle. Lettre entre la corrosion dans les grands secteurs industriels: industries chimiques et alimentaires, prévisions d'énergie, constructions civiles, etc. Cours basé sur le livre "Leçons en corrosion électrochimique" par M. POURBAIX. Stages à orientations particulières, dans toutes les branches de la technique.			
		Project feasibility			
		Asian Productivity Organization (in association with the Asian Development Bank) Aoyama Dai-ichi Mannansho, 4-14 Akasaka 5-chome Minato-ku, Tokyo 107, Japan. (Philippines and Japan.)			
		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Industrial del Perú.)			
		Academia "Stefan Cheorghiu" CIBRCA - Centre International pour le Perfectionnement des Cadres, Otopeni, Sos. Otai 20, Bucarest, Roumanie, en collaboration avec la Banque d'Investissements de Roumanie B.I.R.B. - Institut pour le Développement Economique			
		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)			
		Centre Belge d'Etude de la Corrosion CHEMOR, Avenue Paul Héger, Galle 2, B-1050 Bruxelles, Belgique			
		Asian Productivity Organization (in association with the Asian Development Bank) Aoyama Dai-ichi Mannansho, 4-14 Akasaka 5-chome Minato-ku, Tokyo 107, Japan. (Philippines and Japan.)			
		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Industrial del Perú.)			
		Academia "Stefan Cheorghiu" CIBRCA - Centre International pour le Perfectionnement des Cadres, Otopeni, Sos. Otai 20, Bucarest, Roumanie, en collaboration avec la Banque d'Investissements de Roumanie B.I.R.B. - Institut pour le Développement Economique			
		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)			
		Centre Belge d'Etude de la Corrosion CHEMOR, Avenue Paul Héger, Galle 2, B-1050 Bruxelles, Belgique			
		Asian Productivity Organization (in association with the Asian Development Bank) Aoyama Dai-ichi Mannansho, 4-14 Akasaka 5-chome Minato-ku, Tokyo 107, Japan. (Philippines and Japan.)			
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		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)			
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		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Industrial del Perú.)			
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		ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)			
		Centre Belge d'Etude de la Corrosion CHEMOR, Avenue Paul Héger, Galle 2, B-1050 Bruxelles, Belgique			

Investment Promotion (Cont'd)

Qualifications: Middle and senior management from para. productivity organization, development banks, technical universities and extension of technical training.

Comments: A fixer suitment les cas techniques. Français, anglais

Comments: A convenir 3 mois minimum

Comments: A fixer suitment les cas techniques. Français, anglais

Comments: A convenir 3 mois minimum

Comments: A fixer suitment les cas techniques. Français, anglais

Comments: A convenir 3 mois minimum

Comments: A fixer suitment les cas techniques. Français, anglais

Concept of Quality

Maintenance - implementation - distribution

Les techniques d'analyse et de mesure du travail en maintenance; la conception des implantations industrielles; maintenance et automatisation dans les maintenances d'organisation de stockages industriels et de distribution; gestion des maintenances dans le contexte de l'entreprise; conclusions générales. Cet enseignement est basé essentiellement sur des travaux pratiques. De plus, il doit être illustré de façon concrète par de nombreuses visites d'entreprises belges ayant des réalisations intéressantes dans ce domaine.

Soldadura y soldaduras

Medios general, metodología, tratamientos térmicos, ensayo de materiales, materiales y propiedades, técnicas de fabricación, metales aplicados, dibujo técnico, tecnología mecánica, metodología de taller, monitoria, formación pedagógica.

Preventive maintenance

Theory and planning of lubrication; maintenance organization and planning; economic aspects of maintenance; work measurement techniques for maintenance work; multiple activity chart; coding and stores keeping; incentive schemes in maintenance; and modern tools used in planning.

Lutte contre la corrosion

Etudes des techniques de pointe pour la lutte contre la corrosion.

Técnico en mantenimiento industrial

Matemáticas aplicadas (2 partes); mantenimiento industrial; mecánica básica; mecánica aplicada; electricidad; instrumentación industrial; dibujo industrial y de máquinas; tecnología; lubricación; seguridad industrial; elementos de legislación del trabajo.

Corrosion Science and Technology

Thermodynamics and kinetics; material science; electro-chemistry; corrosion in industrial plants; corrosion protection.

Maintenance management

General principles; machinery maintenance; maintenance of service plant; electrical maintenance; building maintenance; vehicle maintenance; management techniques.

Maintenance technology

Mechanisms; investigation and repair techniques; inspection techniques; maintenance applications; salvage techniques; advanced technology; personnel development; transmission of knowledge.

Concept of Quality

Institut de formation aux techniques d'implantation et de maintenance (IFIM) c/o Administration générale de la coopération au développement, Place du Champs de Mars, Bruxelles, Belgique

Zooenzand

SMA, Carrera 41, 44-7, apartado aéreo, Bogotá, Barranquilla, Colombia, en cooperación con el Gobierno de la República Federal de Alemania (Centro Colombo-Alemañ)

To be arranged

Ministry of Industry, Issam Abou El Foutouh Street, Dokki, Cairo, Egypt

3 months

ACTIV
54 rue Pierre Charron
Paris 16, France

February 1972

Instituto Técnico de Capacitación y Productividad, INTICAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala

February 1972

Corrosion Study Centre, Faculty of Sciences, University of Ferrara, Via L. Borsari 40 I - 44100 Ferrara, Italy

12 weeks

International Centre for Advanced Technical and Vocational Training, Corso Italia, 140 Turin, Italy

To be arranged

International Centre for Advanced Technical and Vocational Training, Corso Italia, 140 Turin, Italy

Cadres techniques d'ingénieurs ayant au moins 3 ans d'expérience industrielle. Français

1 mois au moins avec 3 semaines de stage et le reste en participation. A déterminer

Examen de admission. Yo admitido en Colombia y otros países latinoamericanos. Largo del 10 días. A partir del 15 de Septiembre. España

1 - 15

University degree. Arabic

1 - 15

Ingénieur chimiste Français

1 - 15

Rehullier industrial con 3 años de experiencia en empresa. Español

1 - 15

University degree in Engineering, Spanish

1 - 15

30 months experience in executive level in plant maintenance in medium size industrial enterprises. English

1 - 15

Persons with a university qualification in engineering subjects and at least 3 years experience in industrial maintenance training institutions. Age 30-40. English

1 - 15

Country or Source	General Description	Organizer, Venue	Date	Language	Participation
Productive maintenance	Productive maintenance in Japan, maintenance engineering, maintainability, reliability, maintenance training system, maintenance of mechanical facilities, maintenance of hydraulic devices, non-destructive inspection, automatic control, thyristor control, effects and evaluation of productive maintenance, engineering economy, tribology and corrosion maintenance, in-plant observations and studies on maintenance.	Asian Productivity Organization, Ayoyama Dai-ichi Kaikan, 4-14 Akasaka 2-chome, Minato-ku, TOKYO 100, Japan	1970	English	Technical representatives of national productivity organizations or equivalent organizations or maintenance engineers or manufacturing plant managers
Alta gerencia	Análisis de problemas económicos; comercialización; comportamiento organizacional; contabilidad general; evaluación de proyectos; finanzas de la empresa; la empresa y su contexto; política de empresas; principios de administración.	IDEA (Instituto para el Desarrollo de Ejecutivos en la Argentina), Buenos Aires, República Argentina	1970	Spanish	High level executives
Administración de empresa	Contabilidad general; administración general; administración de recursos humanos; economía; comercialización; la empresa y su contexto; política de empresa.	IDEM (Instituto para el Desarrollo de Ejecutivos en la Argentina), Buenos Aires, República Argentina	April 1970	Spanish	High level executives
Costing	Contabilidad general; análisis económico; administración general; administración de recursos humanos; administración de recursos materiales; administración de recursos financieros; comercialización; política de empresa.	IDEM (Instituto para el Desarrollo de Ejecutivos en la Argentina), Buenos Aires, República Argentina	April 1970	Spanish	High level executives
Management	General marketing, finance, production and personnel management.	Australian Institute of Management, 65 Queen Road, Melbourne 3004 Australia	Variante	English	Executives representing industry
Questions des entreprises	Séminaire comprenant des exposés donnés par les ingénieurs du Bureau Robert particulièrement expérimentés en organisation et gestion des entreprises suivis de discussions et d'études de cas concernant les différents aspects de la gestion des entreprises: gestion générale; structure, comptabilité, recherche opérationnelle, informatique; gestion du personnel; qualification du travail, systèmes de rémunération, formation dans l'entreprise; gestion des approvisionnements; gestion des stocks, procédures d'approvisionnement et de distribution; gestion de la production; étude du travail, planning, contrôle de la qualité, prix de revient; gestion des équipements; choix des investissements, introduction de nouveaux équipements, développement de l'entretien préventif; gestion des ventes; rôle de la fonction commerciale, distribution de la production. Le programme du séminaire est rédigé dans ses détails (enjeux, cas traités) d'après les domaines d'intérêt des participants et leurs problèmes.	Bureau d'ingénieurs-conseils ZOMMER, Chaussée de Charleroi, 104 B-1000 Bruxelles Belgique	Avril et septembre	French	Experts invited to discuss and participate in sessions on specialized experience in the professional minimum in the actual or to visit the function of the management of control in the company in the management of the public organization and the assistance and the promotion of the management of the French

MANAGEMENT AND INDUSTRIAL ADMINISTRATION

Course of Studies

Organization et gestion des entreprises

Stage individuel en organisation et gestion des entreprises comprenant: des exposés et discussions sur des sujets choisis parmi ceux que le stagiaire souhaite approfondir et suivi de lectures dirigées d'ouvrages généraux et de rapports d'études de cas; la participation à des études et travaux entrepris par les ingénieurs-conseils du bureau Combert; des séjours guidés dans des entreprises et organismes publics belges; la constitution d'une documentation et la rédaction du rapport de stage. Le stage permet de connaître et d'approfondir les méthodes et techniques de gestion propres aux grandes fonctions de l'entreprise; direction générale, direction du personnel, production, approvisionnement, gestion des équipements, ventes.

Programme multi-dimensionnel de formation à la gestion scientifique des entreprises

Introduction; relations internes; gestion budgétaire; techniques de base du management; informatique; recherche opérationnelle; marketing; gestion financière.

Recherche opérationnelle (mathématiques)

Toute l'application des techniques modernes de recherche opérationnelle dans l'industrie; rappel de méthodes mathématiques classiques; valeur extrême des fonctions; analyse combinatoire; théorie des jeux; applications particulières; gestion des stocks; investissements; entree; implantation - FORT - etc.; rappel de statistique mathématique; programmation linéaire; files d'attente; théorie des jeux; théorie de l'information; Monte-Carlo; liaison avec le traitement sur ordinateur.

Manière pour dirigeants et professeurs de centres de management d'Europe latine

Style de management, formation au management; problèmes belges et européens. Panorama des expériences aux plans des programmes, méthodes, organisation, collaborations, financement, recherches. La formation au management, réalisée dans les centres européens; l'activité et les structures de ces centres. La politique de formation et son intégration dans la stratégie des entreprises. Approfondissement de thèmes d'intérêt particulier dans le domaine du management.

Organisme: Villes

Bureau d'ingénieurs-conseils
G. Combert,
Chaussée de Charleroi 123A
B-1060 Bruxelles,
Belgique

A fixer
suivant
la formation
demandée

Humainités complètes
2 mois avant
la date
souhaitée
pour le début
du stage

Formation spécialisée.
Occupation d'une
fonction participant
à l'organisation ou à
la gestion d'une
entreprise, d'une
administration ou d'un service public. Connaissance du
français parlé et écrit.

1er avril
au 15 mai
4 semaines

European Institute of
Management
Avenue de Tervuren, 112
Bruxelles, Belgique

A discuter

A arranger

Société de recherche
opérationnelle et
d'économie appliquée
SOMCA S.A.
422, avenue Louise,
Bruxelles 5, Belgique

A discuter

Fonds Léon A. Bekaret
(avec l'appui du
Gouvernement belge),
rue Broderode 2,
1000 Bruxelles,
Belgique

Janvier
(périodicité
annuelle)
environ
2 mois

Les participants devraient
être dirigeants de centres
de perfectionnement, C.A.D.
des personnes qui participent
à la définition des politiques et qui se consacrent
full-time à ce centre comme directeur, chercheur ou
professeur. Être titulaire d'un diplôme universitaire;
avoir suivi un enseignement spécialisé sur le management
et posséder une expérience suffisante dans les centres
de perfectionnement. Présenter des garanties quant à
la poursuite d'une collaboration d'une certaine durée,
avec leur centre. Leur programme individuel devra être
approuvé par les autorités de leur centre. Le centre
auquel appartient le participant devrait, outre des
séminaires et cours pour dirigeants et cadres, exercer
une activité de recherches, enquêtes, expérimentation en
management. Français et anglais exigés.

Formation mathématique
équivalente à une ou
deux années d'études
universitaires (poly-
technique). Si
possible: une
certaine pratique
industrielle.
Français, ou anglais

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Subject	General description	Organizer, Venue	Course Dates	Qualification Level of Applicant	Last date for receipt of applications	Fee
Administración de empresas	Desarrollo organizacional, proceso administrativo, comercialización, organización de oficinas, administración financiera, dirección de personal, comercio internacional, seguros y administración de la producción.	Instituto Colombiano de Administración (ICOADMA) Centro de Productividad del Caribe, Carrera 1 No. 33-14, apartamento aéreo 187, Barranquilla, Colombia	Variable	Español	10 septiembre	Col. \$15,000
Alta gerencia	Programa de administración para altos ejecutivos; psicología en el trabajo; desarrollo organizacional; administración por objetivos y autocontrol; análisis de inversiones; análisis financiero; temas económicos; marketing; desarrollo político; sistemas modernos de información y control gerencial; política de empresa.	Universidad de los Andes Bogotá, Colombia	1976-1977	Posgrado, ejecutiva, no graduada. Experiencia ejecutiva mínima de 5 años. Español	10 septiembre	Col. \$15,000
Management	Managerial accounting; marketing management; production management; industrial engineering; techniques; business mathematics; economics; finance; human behavior and organizations; principles of management; business policy; environmental studies; appraisal of projects.	The Cyprus Productivity Centre, 7 Byron Avenue Nicosia, Cyprus	January 1976 and 1977 6 months	University degree. English	-	To be arranged
Administración industrial	Por determinar.	Instituto Tecnológico de Santo Domingo (INTSO) Santo Domingo, R.D.	Abril 1 año	Graduado universitario. Español	-	A discutir
Financial management	Aims of financial management; standard and direct costs; financial analysis; marketing and preparing the sales plan; planning of cash needs; problems of the application of uniform accounting systems; top managerial reports; analysis of cost results.	Ministry of Industry, 3 Immeel Abou El Poutouh Street, Dokki, Cairo, Egypt	To be arranged 2 weeks	Heads of financial sections. Arabic	-	16 M
Management accounting	Duties and responsibilities of cost accountants; standard costs; labour costing and control; cost reduction and waste control; human relations; profit; budgeting and budgetary control; basic uniform cost accounting system.	Ministry of Industry, 3 Immeel Abou El Poutouh Street, Dokki, Cairo, Egypt	To be arranged 7 weeks	Two years professional experience. Arabic	-	65 M
Performance evaluation	Control theory in administration; productivity pointers; cost accounting as a tool of control and performance evaluation; statistical representations; introduction to computers; work study and performance rates; uniform accounting system and managerial reports.	Ministry of Industry, 3 Immeel Abou El Poutouh Street, Dokki, Cairo, Egypt	To be arranged 7 weeks	Two years experience for university graduates. Arabic	-	66 M
Production engineering	Productivity and how to increase it; introduction to work study; work conditions; multiple activity charts; case studies; plant layout and materials handling; introduction to work measurement; work measurement techniques; break-down cycles into elements; cost accounting.	Ministry of Industry, 3 Immeel Abou El Poutouh Street, Dokki, Cairo, Egypt	To be arranged 10 weeks	University degree. Arabic	-	9 M

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Subject	General description	Organizing Agency	Course Duration	Qualifications	Fee
Production engineering	Relation between production, sales, purchasing, costing and planning; material control; work study (for production planning); tools, drawings and costing systems; principles of production planning and control; scheduling and machine loading; economic production size; and economic purchasing lot size.	Ministry of Industry, 3 Immeel Abou El Foukhou Street, Dokki, Cairo, Egypt	To be arranged 7 weeks	University degree. Arabic	54 M
Management training	Management training functions, techniques and methods and subject matter relevant to the training needs of management educators and trainers; the substantive content of the training will include such topics as factors affecting training; systems approach to training and learning; identifying and analyzing training needs; course programme design; evaluation and follow-up of training; selection, use, design and production of instructional materials; effectiveness of various training methods; administrative aspects of management training and education; management training problems developing local case study materials, etc.	African Management Development Institutions co-ordinated by the United Nations Economic Commission for Africa, P.O. Box 3001, Addis Ababa, Ethiopia	To be arranged 3 months	African management educators and trainers from African Management Development Centres or Institutes, including Institutes of Public Administration. English and French	-
Procurement and supplies management in Africa	Techniques and practices required for efficient procurement and supplies management; instructional methodology including development of instructional materials. (a) Organization analysis with respect to allocation of responsibilities and functional inter-relationships; (b) Organization development and institution building; (c) Review and improvement of operating techniques with respect to acquisition forecasting and planning; procurement; classification and codification; materials handling and flow; cost reduction measures to embrace surplus goods obsolescence; preservation maintenance and protection of stocks.	The United Nations Economic Commission for Africa, P.O. Box 3001, Addis Ababa, Ethiopia	To be arranged 5-9 months	African procurement personnel at management and supervisory levels, nominated by their Government. English and French	-
Gestion de l'entreprise	Préparation d'une série d'entretiens directs et de visites avec des responsables d'une vingtaine d'entreprises. Une réflexion approfondie sur certains aspects du thème général est favorisée par une division des étudiants en commissions qui ont la liberté de choix. Ces sessions sont précédées et clôturées par des journées d'études destinées à replacer l'expérience dans son contexte régional.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEIOM) 12 rue de Berri, 75008 Paris, France, en liaison avec la Chambre de Commerce et d'Industrie de Marseille	1 juillet 1 mois	Etudiants africains des Grandes Ecoles (en 2 ^e année de scolarité minimum) et étudiants 3 ^e cycle d'études supérieures Français	2 mois avant le début du stage
Gestion industrielle	Stages de formation pratique arée sur: une large participation aux mécanismes du fonctionnement des services de personnel des entreprises d'accueil et aux activités des diverses cellules de production. Objectif en relation avec la mission de l'inspecteur du travail: tenter de concilier les impératifs de rentabilité de l'entreprise avec les sentiments individuels et collectifs de l'homme au travail; une série de contacts avec les différents partenaires des entreprises: patronat, cadres, ouvriers, syndicats etc. et diverses institutions représentatives de celles-ci: délégués du personnel, comités d'entreprises, etc.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEIOM) 12 rue de Berri, 75008 Paris, France. (Grande région industrielle, souvent portuaire, de France)	Septembre 1 mois	Promotion des hauts fonctionnaires étrangers de l'Institut International d'Administration Publique (I.I.A.P.) (section sociale, 2 ^e cycle) et élèves des E.N.A. africaines envoyés par leur gouvernement. Français	2 mois avant le début du stage

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Advanced Management Development	Equips senior executives with the background and skills to handle responsibilities of general management in an international setting.	European Institute of Business Administration (INSEAD) B.P. 75, 77300-Pontainebleau (France) in co-operation with Stanford University	4-30 June 1976 (14 days)	Senior executives with a minimum of 10 years experience. English	4 June 1976	FF 14,500
Executive development	Prepares executives whose activity has been mainly in functional areas for positions of increasing responsibility in divisional or general management.	European Institute of Business Administration (INSEAD) B.P. 75, 300-Pontainebleau (France)	21.3 through 7.5.1976	Executives of high potential between 30 and 45 years of age with at least seven years business experience. English	20.2.1976	FF 19,500
General management techniques	International and Multicultural Post Graduate Programme centered on general management techniques and based on active pedagogical methods (case method, simulation, etc.).	European Institute of Business Administration (INSEAD) B.P. 75, 77300-Pontainebleau (France)	One academic year (9 months) Starting 15.9.1976	Age: 24-32 University degree (e.g. Engineering, Science, Economics, Law). Fluency in English and French.	15.3.1976	Tuition and teaching material 2,000 FFrs, Board and Lodging about 3,500 FFrs.
General management	The one-year programme includes in addition to an introduction and a language course, a 7 month specialised seminar in the form of standardized on-the-job training periods extending over altogether 4 months and three 1 month seminar courses. The specialised programme is devised to further understanding and abilities in the following fields: fundamentals of management, marketing, material economy, logistics, production technology, accounting, controlling, personnel management and social welfare. Activity training.	Carl Duisberg-Gesellschaft, Hohenstaufenring 30-32, 5 Köln 1, Federal Republic of Germany	To be arranged	Completed university studies in economics or engineering science, some years practical experience, age 27-40. English and German	-	To be arranged
Production management	Business organization and structure, product management, material management, production planning, production control, reporting and information organization. The main part of the course programme is supplemented by excursions to major industrial, commercial and public institutions and is rounded off by a comprehensive business game.	Carl Duisberg-Gesellschaft, Hohenstaufenring 30-32, 5 Köln 1, and Central Office for Employment, Federal Republic of Germany	April 10 weeks	At least 5 years practical experience in a responsible, latterly managerial position in the field of production management; educational background: completed university studies in engineering. English	-	To be arranged
Industrial management	Value engineering; reliability and quality control; performance budgeting and corporate planning; integrated information system for higher productivity; profitability studies; management development; organizational development structure; productivity planning and control.	Rationalisierungskuratorium der Deutschen Wirtschaft (RDW) e.V. Gutleutstrasse 163-167 P.O. Box 11 91 93 D-6 Frankfurt am Main 2 Federal Republic of Germany. (Various cities in India)	To be arranged	Admission by the National Productivity Council, India. English	-	-

Integrated Management game.

Course or Studies	General description	Organizer, Venue	Commencing date	Qualifications	Last date for receipt of applications	Fee
Industrial management	<p>Management: Management problems, organization, limitation of competences, co-ordination of the functions.</p> <p>Selling of products: Market research, choosing the assortment, publicity structure of the turn-over, sales organization, order handling, shipping.</p> <p>Purchasing: Organization, control of entries, store, stockpiling.</p> <p>Production: Production flow, work preparation, in-plant transport, full capacity, controlling.</p> <p>Accountancy, finances: Financial accounting, cost accounting, calculation, data collecting, reminding.</p> <p>Parapsychol. social affairs: Wages, suggestions, social aids, trainees.</p>	<p>Nationalisierungs-Kuratorium der Deutschen Wirtschaft (NDW) e.V. Outletsstrasse 163-167, P.O. Box 11 91 93 D-6 Frankfurt am Main 2, Federal Republic of Germany. (Selangor/Kuala Lumpur, Malaysia)</p>	To be arranged	Admission by the National Productivity Centre, Malaysia. English	-	-
Metodologista industrial	<p>Estudio del trabajo I; matemáticas aplicadas (2 partes); elementos y práctica de dibujo industrial; elementos de legislación del trabajo; principios de organización y relaciones industriales; estadística general; mecánica aplicada; instalaciones y equipo; el método análisis y la producción; estudio del trabajo II.</p>	<p>Instituto Técnico de Capacitación y Productividad, IFFRECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala</p>	Febrero 1976 9 meses	Bachiller en ciencias y letras o similar con 2 años de experiencia en empresas. Español	Enero 1976	A debitar
Técnico en aprovisionamiento industrial	<p>Matemáticas aplicadas; estadísticas; legislación comercial; contabilidad; relaciones humanas y ética profesional; redacción de informes y técnicas de archivo; sistemas de abastecimientos; organización; administración y evaluación de la función de compras; control de inventarios.</p>	<p>Instituto Técnico de Capacitación y Productividad, IFFRECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala</p>	Febrero 1977 3 meses	Bachiller en ciencias y letras o similar con 2 años de experiencia en empresas. Español	Enero 1977	A debitar
Técnico en operación y control de almacenes y bodegas	<p>Administración de almacenes; matemáticas básicas; matemáticas aplicadas; aprovisionamiento; relaciones industriales; operación y control de materiales; elementos y prácticas de dibujo; la operación de almacenes como parte de la producción; elementos de derecho mercantil.</p>	<p>Instituto Técnico de Capacitación y Productividad, IFFRECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala</p>	Febrero 1976 9 meses	Bachiller en ciencias y letras, contador o similar con 2 años de experiencia en empresas. Español	Enero 1976	A convenir
Técnico en relaciones industriales	<p>Principios de organización y administración; matemáticas aplicadas; administración de personal; elementos de derecho laboral; selección de personal; psicología industrial; relaciones humanas en el trabajo; estadística aplicada; evaluación de puestos de trabajo y técnica de salarios; redacción de informes y técnicas básicas de archivo; técnicas de seguridad.</p>	<p>Instituto Técnico de Capacitación y Productividad, IFFRECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala</p>	Febrero 1976 9 meses	Bachiller en ciencias y letras o similar con 3 años de experiencia en empresas. Español	Enero 1976	A convenir
Basic systems analysis	<p>System definition; fact finding, recording and analysis; computer software and hardware; system design; system justification, cost and benefit analysis; communication and reporting.</p>	<p>The Hong Kong Productivity Centre, Gloucester Building, Des Voeux Road, Central Hong Kong</p>	April 1976 6 weeks	Basic concepts of computer hardware and software; knowledge of typical business procedures. English	-	HK\$3,500
Industrial engineering	<p>Work study (10 weeks starting in February and July); plant layout and materials (6 weeks starting in late September); computer systems analysis and design (8 weeks starting in October); materials handling (6 weeks starting in late March).</p>	<p>National Institute for Training in Industrial Engineering (NITIE) Vikar Lade Road, Powai, Bombay, 76, India Delhi and Madras</p>	Variable (see second column)	Engineering graduate. English	3 months before start of course	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language, Requirements	Last date for receipt of applications	Fees
Industrial engineering	Management techniques, productivity, financial accounting, cost and budgetary control, managerial economics, econometrics, marketing and manufacturing work study, organization and methods, inventories, production planning and control, plant layout, and materials handling, inventory control, PERT, data processing and wage administration; quality control, preventive maintenance, fuel efficiency, operations research and tool engineering; general management, personnel management, industrial hygiene and safety, teaching techniques and communication, methodology of consultancy and reporting; plant engineering, fuel efficiency, production engineering, operations research, materials management, marketing research and industrial relations and personnel management.	National Productivity Council, I-I-C Institutional Area, Jodhi Road, New Delhi-110017, India. Madras	January 1969 including 10 days of study leave	Engineering Degree English	1st Oct	US\$750
Material management	Aspects of material management (10 hrs.); specification, classification and standardization (10 hrs.); production control (15 hrs.); stock and storekeeping (15 hrs.); inventory control (15 hrs.); purchasing (15 hrs.); discussion (20 hrs.).	The Vocational and Managerial Training Centre 11, Jodhi, Gulab Sarai, Banaraj, Indonesia	March 1969 1 month	University Degree and experience in purchasing	April	Rp. 10,000
Accountancy	In-service training.	Iran Chamber of Commerce, Industries and Mines, 254 Tazeh Janshah Av., Tehran, Iran	1 April 1 month	Accountancy Degree English		1,000 Rials
Administration	In-service training for administrators of banks.	Iran Chamber of Industries and Mines, 254 Takhte Jamana Avenue, Tehran, Iran, in co-operation with Bank Corporation	1 April 1 month	Higher Education Degree English		
Management Services Techniques	Development of scientific management and management services techniques; work study and organization and methods techniques; operations research - an appreciation of techniques; network analysis - theory and practical applications; organization analysis and administrative audit; AMP and systems analysis; cost benefit analysis - an appreciation; practical assignment or project work.	Institute of Public Administration, 89 Lansdowne Road, Ballinacree, Dublin 6, Ireland	1 April 1 month	Higher Education Degree English	December and January 1969	To be arranged
Industrial Management	The executive in the national economy; evaluation of investments; the processes of decision making; organization behaviour; introduction management; business policy; practical problems of industrial development; diagnosis of enterprises (practical study).	Israel Institute of Productivity, Sold Str. 4, Tel Aviv, Israel	1 April 1 month	Professional qualification in business	October	US\$400 per month
Gestion de la production dans les entreprises de transformation des produits agricoles	Principes généraux; planification de la production; magasinage; contrôle de la production; achat des fournitures; approvisionnement; entretien; contrôle de la qualité; gestion du personnel; techniques.	Centre international de perfectionnement professionnel et technique Cours Unité d'Italia, 140, Turin, Italie	1 Avril 10 semaines	Diplôme de la production dans les grandes entreprises, maîtrise d'ingénieur, bachelors de la production dans les petites entreprises ou conseillers ou cadres dans les Centres de productivité avec au moins 5 ans d'expérience dans l'une de ces fonctions et un minimum de 8 ans d'études. Age: 30 à 45 ans. Français.		

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Country or Institute	General Description	Objectives	Duration	Qualifications	Language	Fee
France	Gestion et direction des entreprises manufacturières	L'entreprise: structure et fonctions; direction générale de l'entreprise; gestion financière et comptabilité; administration du personnel; mise au point du produit et production; marketing et gestion de la distribution; contrôle interne: financier, technique, de gestion.	A 10 semaines	Centre international de perfectionnement professionnel et technique. Corso Unità d'Italia, 140, Turin, Italia	Capacité de lecture et de compréhension de textes relatifs à la gestion. Aptitude à l'anglais. Français	
France	Control de gestión e informática	Organización; planificación del control de gestión; evaluación de los resultados de la gestión; mejora de los resultados de la gestión; información en la gestión de empresa; elaboración de datos y control.	A 10 semanas	Centro internacional de Perfeccionamiento Profesional y Técnico. Corso Unità d'Italia, 140 Turin, Italia	Capacidad de lectura y comprensión de textos relativos a la gestión y a informática. Español	
Italy	Dirección de la producción en empresas de transformación de productos agrícolas	Principios generales; planificación de la producción; manipulación en almacén; control de la producción; pedidos a proveedores; compras; mantenimiento; control de calidad; gestión general; técnicas.	A 10 semanas	Centro Internacional de Perfeccionamiento Profesional y Técnico. Corso Unità d'Italia, 140 Turin, Italia	Jefes de producción en grandes empresas industriales. Gerentes de empresas productoras de materias primas y productos de transformación. Español	
Italy	Gestión general de empresas manufactureras	La empresa: estructura y funciones; personal de alta dirección; administración financiera y contabilidad; administración del personal; el desarrollo de productos y la producción; marketing y organización de la distribución; auditoría interna financiera, organizativa y técnica.	A 10 semanas	Centro Internacional de Perfeccionamiento Profesional y Técnico. Corso Unità d'Italia, 140 Turin, Italia	Funcionarios directivos de grandes empresas industriales. Gerentes de empresas manufactureras con amplia experiencia en la empresa y haber trabajado en puestos de responsabilidad administrativa. Español. Espanol	
Italy	Administración comercial	Control comercial et financement; méthodes de production; distribution; statistiques et politiques commerciales; travail en groupe et recherche.	Diciembre 1967	CIIOA - Centre universitaire d'administration commerciale, Padova, Italia	Diplomas de Universidades Italianas, Alemanas y Francesas	100.000 liras
Italy	Gestión comercial	Control y financiación comerciales, procesos de producción, distribución, estadística y política comerciales e investigación y trabajo en grupo.	Diciembre 1967	CIIOA - Centro Universitario de Gestión Comercial. Padova, Italia	Título universitario de Italia, Alemania y Francia	100.000 liras
Italy	Direction et gouvernement de l'entreprise	L'Institut IAI pour l'étude des fonctions de "management" organise des cours de formation sur les sujets suivants: la société en tant que système; personnel, marketing, financment et contrôle; production, organisation, psychosociologie. Sociologie industrielle, formation et recyclage en matière de "management", recherche opérationnelle, statistiques, analyse de systèmes, techniques concernant la prise de décisions; traitement automatique de l'information. L'IAP utilise pour toutes ses activités, des méthodes actives d'enseignement: études de cas, discussions guidées, jeux d'entreprise, conférences, cours, et visites de certaines entreprises.	A 10 semaines	Institut d'enseignement et de formation en matière de "management". Istituto di Formazione e Addestramento Professionale (IAP) piazza della Repubblica 69, Rome Italia	Les diplômés qui obtiennent ce diplôme ont déjà une certaine expérience des affaires; les autres qui souhaitent acquérir une qualification des problèmes de la société; les cadres supérieurs italiens. Des groupes anglophones et francophones peuvent être acceptés.	

Course or Studies	General Description	Organizer, Venue	Continuing Education	Qualification Language	Last date for receipt of applications	Fee
Consultancy methodology	Management consultancy services; management consultancy activities; management consultancy skill; planning and controlling management consultancy activities; managing the management consultancy enterprise; newer issues, concepts, procedures, techniques, approaches and practices in the general management subject fields, the functional management subject fields, the academic subject fields supporting management, the multi-disciplinary; newer sectors in which management is being applied in a modern form.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
Executive development	Executive operations; functional integration; general management of the organization; management science.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
General management	The enterprise: structure and functions; top-level management; financial administration and accounting; personnel administration; product development and production; marketing and distribution management; internal financial, organizational and technical skills.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
Management control and information management	Management control planning; management performance review; management performance improvement; management control revision; information management; data processing and control.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
Materials management	General principles; design and materials management; production control; ordering supplies; storage and handling; inventory control; purchasing techniques.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
Production management	Production planning, production control; maintenance; quality control techniques.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-
Production management in enterprises producing agricultural products	General principles; production planning; storage handling; production control; ordering supplies; purchasing; maintenance; quality control; general management; techniques.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged	English	To be arranged	-

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd.)

Country/Region	Organization/Institution	Course/Program	Persons holding, or who will hold upon their return, a senior post with a strong influence upon productivity, with at least 5 years experience in an industrial enterprise or productivity organization of a consultancy organization and a post-secondary education. Age: 35-45. English	To be arranged	Cost
International	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 1.60 Turin, Italy	Productivity philosophy; productivity measurement; productivity technology; industrial relations; national and international influences.		12 weeks	To be discussed
Senegal	Centre Ivoirien de Gestion des Entreprises (C.I.G.E.), B.P. 7322 Abidjan, Côte d'Ivoire	Comptabilité; finances; marketing; gestion des stocks; gestion de la production; gestion des ressources humaines.	Participants préférentiellement Français	Variable (1 an à 3 ans)	250,000 à 1,000,000 CFA
Senegal	Centre de Perfectionnement des Cadres, B.P. 8879, Abidjan, Côte d'Ivoire	Marketing, contrôle de gestion, gestion du personnel, environnement, informatique de gestion, audit, organisation administrative, économie, droit des affaires, affaires internationales, production, gestion financière, psychologie des organisations. La formation est organisée en trois cycles: (a) Cycle de formation: objet: acquisition d'un langage économique de gestion; méthode: cours par correspondance, durée 8 mois. (b) Cycle d'analyse: objet: formation à la prise de décision en gestion; méthodes pédagogiques actives; études de cas; débats; durée 6 mois, résidentiel Abidjan. (c) Cycle d'application: objet: approfondissement concret des enseignements reçus; méthodes: études et recherches en entreprises; durée 6 mois.	Expérience professionnelle minimale 5 ans. Français	1 novembre à 2 mois	200,000 CFA
Senegal	German Foundation for International Development (DFE), Seminar Centre, Villa Borsig, Reiterwerder, Berlin 27, FR Germany (Abidjan, Côte d'Ivoire).	Teacher training in case study approach to management. Development of original case study material to be used by African Institutes of Management.	French	4 weeks	
Japan	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 4-chome, Minato-Ku, Tokyo, Japan	Introduction to business environment in Japan, industrial management systems and problems, computer and information systems, quantitative decision making for production management, case studies.	Systemic industrial engineers or systems industrial engineering trainers consultants or national productivity organizations familiar with or interested in productivity engineering.	Mid-1976 (12 weeks)	To be arranged
Japan	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 4-chome, Minato-Ku, Tokyo, Japan	Programs to be worked out.	Engineers, plant level and trainers consultants. English	approx. 12 weeks	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd.)

Management consultancy

Organisation, personnel management, production management, work study, marketing management, materials management, maintenance management, quality management, investment analysis and project evaluation, group technology, appropriate technology, transfer of technology, in-plant training in management consultancy.

Executive management

A four week fully residential course for senior executives which analyzes the more important administrative problems in management today and provides opportunities for the personal development of course members. Includes individual and group exercises in comparing different organisations and their internal working. Relations with organised labour, and with government agencies are examined. Particular attention is paid to the role of the administration in maintaining the vitality of the organisation and adapting it to technical economic and social changes. Topics studied are management, organisation, communication, cost and financial administration, personnel practice, planning and control, marketing, forecasting and adaptation to change.

Administración de empresas

Administración agroindustrial, banca y finanzas de desarrollo, administración de programas de planificación familiar, gestión pública, programa de alta gerencia.

Management

Courses, seminars and conferences on various aspects of management including: general, financial, production, marketing and personnel.

Executive development

Planning and decision making; managing change in organisations; managerial control, financial analysis and planning; marketing management.

Finance and accounting

Financial statement presentation and analysis; funds flow and cash forecasting; cost behaviour and cost accounting systems; profit planning and budgeting; managerial control and reporting systems; current asset management; long term financing and capital structure; corporate investment decisions; valuation and impact of inflation; international money markets.

Management

Management accounting; economic, political and social aspects; financial management; general management; the individual and the organisation; marketing management; operations; strategy formulation and implementation.

Research Institute for Management Science (RIMS), Delft on behalf of Asian Productivity Organisation, P.O. Box 143, Delft, the Netherlands

The New Zealand Administrative Staff College Incorporated, Wellington North, New Zealand

Instituto Centroamericano de Administración de Empresas (ICAE), Apartado postal 2400, Managua, Nicaragua

Nigerian Institute of Management, 14, Yakubu Gowon Street, Lagos, Nigeria

North European Management Institute (NEMI), Holmenkollen, Kongeveien 26, Oslo 3, Norway

North European Management Institute (NEMI), Holmenkollen, Kongeveien 26, Oslo 3, Norway

North European Management Institute (NEMI), Holmenkollen, Kongeveien 26, Oslo 3, Norway

Management Consultants and trainers of national productivity organizations of equivalent bodies. English

Senior executives and administrators. Preferred age is 35-45. English

Título de facultad universitaria escuela técnica superior. Español

Executive responsibilities. English

Managers with between 10 and 15 years of organizational experience. English

Experienced managers in fields other than Finance. English

April 1976

8 September 1976 (3 weeks)

February, May, July and September (4 weeks)

Septiembre 1976 (2 años)

Throughout year from 2 days to 12 weeks

1 January 1976 (4 weeks)

November 1976

9 February 1976 (4 months)

ESSE-000 and academi

To be arranged

Mar. 14, 80

Mar. 1976

Mar. 1976

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Study	Course Description	Country: Venue	Contact Person	Qualification	Last date for receipt of applications	Fee
Marketing and sales management	Analysis of markets; sales forecasting; product and service strategies; designing promotion strategies; advertising management; field sales force management; developing and managing effective channels of distribution; pricing decisions; physical distribution management; international dimensions of marketing problems; marketing information systems; marketing control.	North European Management Institute (NEMI), Denmark (Copenhagen, Lyngby, Malmoe)	A. A. J. van der Grinten	Experience in management; English	May 1976	Variable
Advanced management	The development of human, technical and conceptual skills which will be of use to top management in formulating corporate policies. Programme concentrates on modern administrative techniques and their application to business and industrial problems. In addition, the programme provides an atmosphere conducive to a free exchange of ideas, problems and experience, with a group of top executives responsible for policy formulation. The course is patterned on the Harvard case method of instruction.	Pakistan Institute of Management, P.O. Box 110, F.I.C., Chattran Iron, Clifton, Karachi-6, Pakistan	Mr. M. A. Khan	Experience in management; English	May 1976	Variable
Management for junior executives	Course covers in considerable depth the process of management and the functions of administration. It covers in sufficient depth modern concepts and practices and all the functional areas of management e.g. general management; personnel management; marketing management; production management; control; financial management; etc.	Pakistan Institute of Management, P.O. Box 110, F.I.C., Chattran Iron, Clifton, Karachi-6, Pakistan	Mr. M. A. Khan	Experience in management; English	May 1976	Variable
Management Consultancy	Small scale industries; introduction to business management principles; marketing and export development; production management; management accounting; financial management to personnel management; business policy; management games; project development; introduction to new management techniques; appreciation lectures; industry survey; visits to modern small factories; practical in-plant exercises; fieldwork.	Institute for Small-Scale Industries, University of the Philippines, UP Campus Diliman, Quezon City, the Philippines	Mr. M. A. Khan	The course is open to holders of Bachelor's or Master's degrees or their equivalent from recognized universities or colleges. A flexible set-up allows for participation of engineers, accountants, as well as graduates in social, administrative and other sciences. Preference will be given to applicants who have at least 3 years experience in industry.	May 1976 and 1977	\$387.00
Managers	Introduction to small industries; principles of management and organization; entrepreneurship; marketing management; production management; accounting and finance management; personnel management and industrial relations; integrated plant survey; top management control; business policy; evaluation of a manager; integrated case on decision-making.	Institute for Small-Scale Industries, University of the Philippines, UP Campus Diliman, Quezon City, the Philippines	Mr. M. A. Khan	College graduates and/or holders of Bachelor's or Master's degrees or their equivalent from recognized universities or colleges. A flexible set-up allows for participation of engineers, accountants, as well as graduates in social, administrative and other sciences. Preference will be given to applicants who have at least 3 years experience in industry.	Jan. 1976, May 1976, Jan. 1977, May 1977	P20,000
Perfectionnement des cadres de direction	Méthodes et techniques de prospection des marchés; formes d'organisation et de gestion des sociétés mixtes; les relations des sociétés mixtes avec les organismes nationaux et internationaux; les techniques des opérations valutaires.	Académie "Stefan Georgeviciu" CERNA - Centre International pour le Perfectionnement des Cadres, Sos. Odaï 20, B.P. 108, Bucarest, Roumanie (et Ministère du Commerce Extérieur et de la Co-Opération Internationale et Programme des Nations Unies pour le Développement)	Débutant; avril; 5 semaines	Cadres aux études universitaires, spécialistes du commerce extérieur; cadres de direction des organisations économiques. Roumain, anglais	Février	1,600 lei

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Studies	Course Description	Organizer, Venue	Course Dates	Qualification	Costs for Foreign Students
Administration et gestion des entreprises	(1) Administration et gestion des entreprises; génie électrique (électronique et électronique); génie chimique (chimie d'estérification, construction et fabrications mécaniques); chimie et technologie alimentaire. (2) Cours spécialisés de perfectionnement pour adultes.	Institut Universitaire de Technologie, Université de Bahr, Bahar, Soudan	À convenir 2 ans	Etudiants ayant terminé leur cycle d'études secondaires; étudiants ayant un diplôme de fin de premier cycle d'enseignement supérieur; autres candidats dans la limite de 100 places (avec examen d'admission). Français	Gratuit. Tous les étudiants reçoivent une bourse
Perfectionnement personnel	Initiation à l'organisation et à la gestion des petites et moyennes entreprises.	SEMPFI Rue Moussoury Bahr, Soudan. AFES-Association pour la Formation au Sénégal	Variable 40 heures	Français	
Management	Introduction to modern business; principles of management economics; principles of accounting; organizational behaviour; business statistics; managerial accounting; personnel management; marketing management; business finances; office management; production management.	Singapore Institute of Management (SIM), 15, Scotts Road, Singapore 9	July 2 years (part time evening course)	Higher school certificate. English	S\$1,400
Desarrollo de directivos	Estrategia empresarial; métodos cuantitativos; política de I+D; política de producción y comercial; política comercial; política de personal; control económico; técnicas de previsión; comportamiento y entorno social; finanzas; estructura de organización de la empresa; dirección por objetivos; informática de gestión; plan anual y control de gestión; juego de empresas.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3 España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 4 años en la empresa o administración pública, ocupando actualmente un puesto directivo. Español	4.000 pts. aprox.
Dirección comercial	Entorno económico y social de la empresa; estrategia empresarial; métodos cuantitativos; análisis financiero y selección de inversiones; investigación del mercado; estudio del consumidor; elementos del plan de marketing; política de productos, política de precios, canales de distribución logística, publicidad, promoción y acción de ventas; comercio exterior; juego comercial de empresas.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 4 años en la empresa, ocupando actualmente un puesto de responsabilidad en la empresa, tanto en el área comercial. Español	10.000 pts. aprox.
Dirección de producción	Dirección de producción; diseño del sistema productivo; estudio del trabajo; valoración y retribución del trabajo; análisis del valor; informática; estadística aplicada; investigación operativa; control de producción con ordenador; mantenimiento preventivo; planificación y control de producción; costes de producción; logística industrial; planificación, control y evaluación de proyectos; gestión de materiales y aprovisionamientos; la función calidad.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 3 años en el área de producción. Español	10.000 pts. aprox.

Course or Seminar	General description	Organizing Venue	Comments	Qualification	Last date for receipt of applications
<p>Dirección General de la empresa</p>	<p>La empresa como sistema; introducción al management; análisis económico-financiero; técnicas de producción; entorno jurídico y económico de la empresa; política financiera; gestión de recursos humanos y política de personal; otras políticas de la empresa; productos-mercados, aprovisionamientos, I+D, etc.; organización y estructura de la empresa; planificación estratégica; diseño del sistema de gestión; plan anual y control de gestión; Juego de empresa.</p>	<p>Escuela de Dirección Industrial, Avenida de la M... (Ciudad Universitaria), Madrid-4, España</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Métodos cuantitativos de gestión</p>	<p>Informática básica; análisis de sistemas; estadística aplicada; estrategia y planificación de la empresa; gestión de sistemas productivos; gestión de operaciones financieras; gestión de operaciones comerciales; comportamiento en las organizaciones; teoría de la decisión; simulación; teoría de Grafos; programación lineal; teoría de Colas; programación matemática; juegos de empresas cuantitativas.</p>	<p>Escuela de Ingeniería Industrial, Avenida de la M... Ciudad Universitaria, Madrid-4, España</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Business management</p>	<p>Organizational behaviour; accounting; financial management; quantitative techniques; production management; marketing; personnel management and industrial relations; business policy.</p>	<p>National Institute of Management, Station Road, Colombo 3, Sri Lanka</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Control and accounting for materials and supplies management</p>	<p>Materials management concepts; material budgeting and production planning; purchasing function policies/procedures; inventory control techniques; value analysis; financial control of stocks; layout and materials handling; audit and verification of stores.</p>	<p>National Institute of Management, Station Road, Colombo 3, Sri Lanka</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Production management</p>	<p>Principles of management; research and development; scope and objectives of production management; tools of production management; standardisation and variety reduction; work study and its uses; planned maintenance; job evaluation; incentives; costing and budgetary control; information for management; human aspects.</p>	<p>National Institute of Management, Station Road, Colombo 3, Sri Lanka</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Corporate strategy and structure</p>	<p>To improve the manager's understanding of the close relationship between strategy and organizational structure and help him see environmental changes as opportunities rather than threats. To develop his skills in formulating and evaluating future courses of action. To provide him with an opportunity to apply and test his expanded knowledge in a classroom setting.</p>	<p>Centre d'Etudes Industrielles, 4 Chemin de Conches, 1231 Genève, Switzerland</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>
<p>Management</p>	<p>To render the manager more sensitive to changes in political, social, and economic patterns, and more effective in coping with these changes through new approaches.</p>	<p>Centre d'Etudes Industrielles, 4 Chemin de Conches, 1231 Genève, Switzerland</p>	<p>1 week</p>	<p>Executive</p>	<p>1975</p>

Course or Program	General Description	Objectives	Comments	Qualification	Last day for application	Fee
Management Development	To enhance knowledge of management development and organization development concepts and techniques for identifying management and organizational needs and for implementing development programs. To explore links between strategic planning and personnel systems. To improve the participant's effectiveness as a consultant in this sphere.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	2 February 1976 2 weeks	Those responsible for management and/or organizational development. English	2 weeks before start of course	SFr. 5,000
Management Development	Seminar I: Fundamental and universally valid managerial, know-how and techniques, particularly those applicable to the international business environment. Seminar II: Cross-border applications, such as political, economic and social aspects so as to enable managers to work effectively with others of widely different backgrounds. A 5-week consulting project is an integral part of this seminar. Both seminars are independent; attendance in one is not a prerequisite for attendance in the other. However, the CEI advises attending both whenever possible.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	I: 30 August 1976 10 weeks II: 3 January 1977 10 weeks	Managers between 27-40 with more than 5 years experience, especially those working in multinational corporations, international institutions and governments, or those intending to work in international operations. English	1 month before start of course	SFr. 22,000 for both seminars
Business Administration	Comprehensive and realistic understanding of the functions and activities of business enterprises of various sizes and scopes, but also the wise use of this understanding to recognize, analyze, and solve representative problems of challenging complexity and to lay out and implement plans of action designed to fit the circumstances. In the process, students develop skills at planning, operating, controlling and administering productive processes at all business levels from tactical to strategic.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	January 1976 1 year	University or Poly-technic degree or equivalent; at least 2 years of professional experience. English	-	SFr. 15,000
Executive Development	The programme has the following objectives: - To develop among the participants a fundamental and comprehensive grasp of basic management functions; - To improve the participants' analytical skills and examine their personal attitudes; - To illuminate the interlocking character of interpersonal problems, the interrelations of the many company decisions at various levels and in different areas, and the overall interdependence of the departments, divisions and functions within the firm; - To foster the practical and moral attitudes that characterize the professional career executive, with a special emphasis on the appreciation of recent developments in the management field and the complex role of the general manager in a modern enterprise; and - To heighten the participants awareness of the everchanging national and international socio-economic and political environments in which business exists and functions.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	January or August 1976 19 weeks	5 to 10 years experience or university degree or equivalent. English	-	SFr. 18,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Study	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language	Last date for receipt of applications	Fee
General management	The Seminar's objectives are: to help each participant to strengthen problem-solving and leadership skills needed in a top-level position; to acquaint participants with the latest concepts and analytical tools available for use in solving managerial problems and to illustrate their practical application; to sensitize participants to changes in the environment within which international business will be conducted and to provide a forum for discussion of the possible management responses to these changes.	INDEE Management Development Institute, P.O. Box 1549, 1001 Lausanne, Switzerland	Second half of May 1976, 5 weeks	Men and women at or about to enter the highest levels of management. English	-	SFr. 5,000
Industrial engineering	Work study (method study, work measurement); production planning and control; quality control; maintenance management; operation research; materials handling.	Management Development and Productivity Centre, Tello Bldg., Muhajerin, Damascus, Syrian Arab Republic	October 1976, 4 weeks	Senior engineers. Arabic	3 months in advance	-
Productivity	Productivity; time study; activity sampling; wage payment; incentive schemes.	Management Development and Productivity Centre, Tello Bldg., Muhajerin, Damascus, Syrian Arab Republic	August or September 1976, 3 weeks	Work study practitioners in industrial enterprises. Arabic	6 months in advance	-
Management development	General management; management development; functional management. - Accounting - Marketing - Production - Personnel Sectorial management - training geared to the needs of specific sectors of the economy.	Management Training and Advisory Centre, P.O. Box 4655, Kampala, Uganda	1-3 weeks	Personnel employed in industry, commerce or government.	-	£. 10/- Per week (average)
Management	Courses in: General management; general management appreciation; directing international operations; corporate planning in practice; developing managerial effectiveness; problem solving.	The Administrative Staff College, Greenlands, Henley-on-Thames, Oxfordshire RG9 3AU, United Kingdom	1-9 weeks from October to May	Middle and senior managerial staff. English	-	£210 - £2,000
Management	The organisation as a complex but integrated system. Guidelines for predicting social and political change, technological forecasting, economic analysis, marketing and business information. Other topics included are: (i) The tools of financial and quantitative analysis for measuring performance and assessing opportunities; (ii) The computer as an aid to corporate management; (iii) The use of the behavioural sciences as a means of diagnosing the need for organisational change and as an aid to problems of intervention.	Ashridge Management College, 7 June 1976, Berkhamsted, Hertfordshire HP4 1ES, United Kingdom	7 June 1976, 6 weeks	Managers with at least 5 years management experience. English	-	£1,250-1,800
Management	To improve managerial performance by widening and consolidating the understanding of the various functions of a business and its relationship with the outside world. The major functions of management. Economics and the behavioural sciences as well as the modern tools and techniques of management.	Ashridge Management College, Berkhamsted, Hertfordshire HP4 1ES, United Kingdom	January to November 1976, 3 weeks	Managers with at least three years business experience. English	-	£500-1,800

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course Content	Course Description	Organizer, Venue	Course Dates	Course Duration	Level Class or Category of Institution	Fee
Management	To improve participants' abilities to set or revise corporate objectives, formulate or revise policies and to create the means for their achievement. Business strategy including organisation, finance, marketing and personnel, with particular reference to an increasingly complex society and the future. Decision-making and future planning.	Ashridge Management College, Berkhamsted, Hertfordshire, HP4 1NS United Kingdom	January to November 1976 3 weeks	15 to 20 years business experience. English	-	£650+VAT
Management Development	Individual and group behaviour in organisations and personnel management; tools and techniques for improving forecasting, planning and control; environmental changes affecting company performance; ways of initiating change or adapting to it. The content includes: (1) The manager as an individual and as a member of a working group; (2) Finance, marketing, personnel, production and management services and their interrelationships in an effectively operating business; (3) The environment in which an organisation operates.	Ashridge Management College, Berkhamsted, Hertfordshire, HP4 1NS United Kingdom	January to November 1976 4 weeks	Managers with about ten years' business experience of which five should have been spent in a position of managerial responsibility. English	-	£300+VAT
Management	Accounting and finance, marketing, operations management, personnel and employment relations, international business.	Cranfield School of Management, Cranfield, Bedford, United Kingdom	30 September to 10 months	University degree, at least 4 years' experience in business. English	31 March	About £400
Organisation and Methods	Analysis of procedures; organization; office equipment; clerical work measurement; computers; business statistics; network analysis.	Cranfield School of Management, Cranfield, Bedford, United Kingdom	Jan., Feb., April, June, Sept. and November 7 weeks	Professional and senior office staff. English	Months before start of each course	£150 (including board and lodging)
Work study	Introduction; method study; work measurement; payment structures and methods; associated subjects (including network analysis, planned maintenance, costing, materials handling, computers, etc.).	Cranfield School of Management, Cranfield, Bedford, United Kingdom	April and October 10 weeks	Managers or senior staff concerned with work study. English	Months before start of each course	£100 (including board and lodging)
Accounting and Finance (Certificate course)	Basic economic concepts; introduction to financial and management accounting; introduction to relevant quantitative techniques; government finance and fiscal policy; development planning and foreign investment; regional and national accounting; financial information systems; the use of accounting data for financial decisions; project appraisal and cost-benefit analysis; budgetary planning; project control; audit and control; capital market development; financial role and policies of multinational companies; development accounting.	Department of Accountancy and Finance, University of Strathclyde, 173 Cathedral Street, Glasgow G4 0RQ United Kingdom	September 1976 10 weeks	At least 3 years' practical experience in a post of responsibility. English	-	£1,170
Interactive skills	The range of problems affecting oral communication efficiency; the oral behaviour categories, learning the behaviour analysis technique; the skills of effective reception, including listening, valuing information quality and applying the clarification behaviours; the skills of planning oral communication, including deciding on volume, sequencing and potential associations with receiver experience applied to case material; the skills of effective transmission, including obtaining base understanding, integrating new information with receiver experience, gaining receiver acceptance of potentially emotive information, persuading others of the benefits of a case; individual performance measured objectively throughout from individual and group interactive situations.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester, M20 9QA, United Kingdom	Throughout the year 1 week	Position in middle management. English	-	£125

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Subject	General description	Organiser, Venue	Course Dates	Qualification/Level/Requirements	Last date for receipt of applications	Fee
Management accounting	Standard costing and cost control; management accounting for professional students; marginal costing; linear programming; capital investment appraisal; accountability in business studies and for management development use of business ratios and interfirm financial comparisons.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 2QA United Kingdom	Throughout the year 1 to 6 days	Facilities in management, English	-	From £25 to £150
Management development advisers	Behaviour analysis; organisation structure; industrial psychology; nature of management skills; management training techniques; management job descriptions; performance appraisal; succession planning; setting objectives for management training; establishing training needs; training and development programme design; evaluation of training.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 2QA United Kingdom	Throughout the year 1 to 6 weeks	Training staff, members of senior staff members. English	-	£250
Work study	The syllabus for these courses cover the following subjects: method study; motion study; work measurement; activity sampling; labour cost control; human implication of work study; report writing; simple nomograph construction; simple wage payment and incentive systems. This course is suitable for personnel recruited for existing departments in which supervision is available for their projects. Sessions are backed with exercises to illustrate theory and to give practice in its application.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 2QA United Kingdom	Throughout year from 1 day to 10 weeks	Work study experience. English	-	From £9 to £369 (fees probably increased in 1975)
Technology and management for environmental health engineering in hot climates and developing countries	Tropical medicine and hygiene; hydrology; water pollution; water sources, abstraction, treatment and supply; waste water collection, treatment and disposal; rural water supply management and sanitation; pumping of water and sewage; management of solid waste; air pollution; economic and project management.	Loughborough University of Technology, Loughborough Leicestershire LE11 3TU United Kingdom	End April 1976 and 1977 10 weeks	Graduate engineers or scientists with experience in developing countries. English	End February 1976 and 1977	£600 approx.
Management services	Work study; organization and methods; assessing establishments, management techniques and analysis; computer applications; study of practical problems; use of consultants.	Royal Institute of Public Administration (Overseas Services Unit), Hamilton House, Mableton Place, London W1H 9ED United Kingdom	5 July 1976 12 weeks	Graduate, 7 years experience of government, nationalised industry or state enterprise. English	-	To be arranged
Organization, methods and job evaluation	The O & M technique; office systems- filing, form design, layout; work measurement; network analysis.	Royal Institute of Public Administration (Overseas Services Unit), Hamilton House, Mableton Place, London W1H 9ED United Kingdom	6 September 1976 to be arranged	Matriculation equivalent minimum 3 years executive experience in government enterprise. English	-	To be arranged
Management teacher development	The role of the management teacher; the needs of the learner; teaching methods including practices and project work; course design; the teachers environment.	School of Management Studies, 35 Marylebone Road, London NW1 5LS United Kingdom	Last week of April and last week of September 1976 12 weeks	Degree or equivalent and 1 month before start of course or concern with management education/training. English	-	£420

Country/Institution	Course/Program	Objectives	Organization, Venue	Commencing date	Duration	Qualifications	Last date for receipt of applications	Fees
	Management	Systematic study of international business and management with focus upon Japan; computer and management sciences; Japanese language; history and culture; field study and practical internship with major Japanese corporations in Japan. First five months of academic program conducted in Hawaii, followed by four months' field study/internship in Japan. Internship trainees are placed with host companies according to individual background and interest. Curriculum also includes special seminar series directed by distinguished faculty members of Massey, Meio, and Sophia Universities.	Japan-America Institute of Management Science, 6660 Hawaii Kai Drive, Honolulu, Hawaii 96825 (Hawaii/Japan)	September 9 months	9 months	University degree. English	July	US\$1,800
	Organization et gestion des entreprises	Liste partielle: cycles de formation maîtrise (technique, commerciale, administrative); cycle de perfectionnement responsable de services du personnel; direction par objectifs; définitions de fonctions, qualification des emplois et "merit rating"; développement organisationnel; sessions spécialisées: marketing, contrôle budgétaire, informatique, techniques de groupe, etc.	Centre de formation et de perfectionnement des cadres B.P. 10.196 Kinshasa B.P. 1788 Lubumbashi Zaïre	A discuter	Variable	Junior ou senior managers, inscriptions aux activités par l'employeur. Français	-	30 Z à 300 Z selon niveau et durée
	Sélection du personnel industriel	Place au recrutement dans la gestion du personnel. Techniques de pré-sélection. L'emploi des tests d'aptitudes. Examen de la personnalité. Engagement et accueil. Follow-up et appréciation.	Chamamel Integration B.P. 8512 Kinshasa Zaïre	October 1976 3 jours	3 jours	Directeur du personnel Français	31 août 1976	120.00 Zaires
	Marketing	Exports and the national economy; subsidizing exports; drawbacks and exchanges; export procedures and interested organizations; product development and standardization; commercial agreements; banking procedures for exports; and export policies for industrial products.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged	3 weeks	University graduates with 3 years experience. Arabic	-	To be arranged
	Marketing management	Concept of marketing; relationship between marketing and costing; statistics as a tool for effective marketing; purchasing and storing; salesmanship; using market research in budgeting; consumer motivation; marketing and advertising policies.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged	7 weeks	University degree, five years experience. Arabic	-	60 EE
	Marketing research	Mature and importance of marketing research; consumer, product and advertising research; sources of data and information; means of data collecting; marketing research procedures; statistical methods; and data analysis and results.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged	3 weeks	Head of sales or export departments. Arabic	-	26 EE
	European Marketing	Helps senior marketing executives to apply an analytical approach to problems of international marketing, with particular reference to the European market.	European Institute of Business Administration (INSEAD) B.P. 75, 77300 Fontainebleau(France)	22 August through 10 Sept. 1976	10 weeks	English	6 August 1976	FF9,400

RECRUITING AND EMPLOY PROBLEMS

Course or Seminar	General description	Organizer; Venue	Coursework date; Duration	Qualifications; Language	Last date for receipt of applications	Fee
Export promotion and marketing	Advanced theoretical training (seminar) in the fundamentals and uses of the techniques of modern market-oriented management. Subjects covered during the seminar include: management planning, planning as a management function, planning systems, methods and techniques of management planning, planning budgeting, planning practice, marketing strategy, the market in the future, marketing functions of management. Marketing practice: market research, market analysis, concept and planning in marketing, practical marketing, marketing mix, marketing action plans, success control in marketing, marketing information systems. Theory of foreign trade: including public foreign trade law and the problems of international traffic and transportation, international financial transactions and goods transport. Training methods used during the seminar: Reports, case studies, business games, group work and subject discussion. Advanced practical training with German firms according to facilities available. Study visits to trade fairs and events.	Carl Duisberg-Gesellschaft, Hohenstauffering 40-41, 5 Köln 1, Federal Republic of Germany, and Central Office for Employment, in co-operation with Bremen Economic Research Institute	To be arranged in 16 months (including 4 months of intensive language courses)	Completed university education in economics or business administration and at least 1 year of practical experience, preferably at a managerial position. Candidates with 1 or 2 years of export experience in marketing and marketing will also be considered. German	-	To be arranged
Export promotion management	Export product management, export organization within the enterprise, export marketing methods, export market research, export publicity, export financing, reporting and information organization, transportation, taxation and tariffs. The course programme is supplemented by excursions to major industrial, commercial and public institutions.	Carl Duisberg-Gesellschaft, Hohenstauffering 40-41, 5 Köln 1, Federal Republic of Germany in co-operation with Bremen Economic Research Institute and Central Office for Employment.	To be arranged 2 weeks	At least 3 years practical experience in a responsible, preferably managerial position with a firm engaged in export-oriented industry or commerce. The course requires an educational background of theoretical fundamentals which are, normally, covered by university studies in political or managerial economics. English	-	To be arranged
Customs Administration and industrial exports of EC countries.	The problems of Asian countries coping with the complicated customs regulations and procedures of EC countries.	German Foundation for International Development (ISE) Public Administration Promotion Centre Rautenstrasse 22, 1 Berlin 30, F.R. Germany	To be arranged 4 weeks	Directors of Customs Administrations in Asian countries. English	-	-
Vendedor profesional	Principios generales de administración de empresas; técnicas de ventas de mostrador; técnicas generales de ventas; matemáticas comerciales (2 partes); principios generales de mercadotecnia; psicología de la motivación individual; estrategia y dinámica de ventas; psicología para vendedores; relaciones humanas; redacción; relaciones públicas y ética profesional.	Subdivisión de Carreras Técnicas Cortas, División de Capacitación de Ejecutivos y Mandos Medios del Instituto Técnico de Capacitación y Productividad, IUTAP, 12 calle 4-17, Zona 1, Guatemala City	Febrero 1976 9 meses	Bachiller en ciencias y letras, contador o similar con experiencia en ventas. 30 preconvencional con 2 años de experiencia en experiencia. Diploma de 6 años de primaria con 5 años de experiencia en ventas. Español	24 enero	46.00
Executive development for foreign trade	(a) For senior executives: costing and pricing for export; international marketing; export management. (b) For middle level executives: export marketing techniques; export procedures and documentation. (c) For junior executives: diploma programme in international trade. (d) Special programme for probationers, teachers, trainees, export managers and business executives.	Indian Institute of Foreign Trade, B-24 Green Park Extension, New Delhi-110016, India. (Various cities in India).	Throughout the year from 4 days to 10 months	Varies according to programme. English	-	From Rs.600 to Rs.2,500
Marketing management	Aspects of marketing (10 hrs.); marketing analysis (10 hrs.); sales promotion (10 hrs.); sales planning and control (10 hrs.); purchasing and storage (10 hrs.); distribution (10 hrs.); pricing method (10 hrs.); import and export (20 hrs.); discussion (20 hrs.).	The vocational and Managerial Training Centre, J1, Jend. Gulo Subroto 218, Bandung Indonesia	March 4 weeks	University degree and 3 years experience in sales and marketing English	February	Rp.15,000

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications	Fee
Export promotion	Study of strategies and instruments of export promotion of industrial products, taking as an example the case of Israel. Lectures, discussions and observation tours in industries, terminals, etc.	Ministry of Trade and Industry, Jerusalem, Israel	January 1 month	University degree and experience in field of export promotion or industry. English	To be arranged
Direction du marketing à l'exportation	Théorie et pratique de commerce international; techniques de marketing appliquées au commerce international; planification du marché; planification du produit; distribution; promotion des ventes; activités fonctionnelles; science du management.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italia	A convenir 12 semaines	Cadres travaillant dans les services de marketing et d'exportation d'entreprises et de coopératives exportant des produits agricoles et des produits industriels, avec au moins 3 ans d'expérience comme cadre dans le domaine du marketing. Age: 30 à 45 ans. Français	A discuter
Dirección de la comercialización internacional	Teoría y práctica del comercio internacional; las técnicas del "marketing" aplicadas al comercio internacional; planificación del mercado; planificación de los productos; distribución; actividades promocionales; actividades funcionales; ciencia de la gestión empresarial.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, Italia	A discutir 12 semanas	Directivos de servicios de la comercialización y exportación, directores y funcionarios de organizaciones públicas y privadas que se ocupan de la comercialización para la exportación; con un mínimo de 5 años de experiencia como personal directivo en el campo de la comercialización. Edad: 30 a 45 años. Español	A petición
Distribution management	Concepts and theory; warehousing; transportation and delivery; distribution channels; general distribution management and administration.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged 12 weeks	Marketing managers, sales managers, distribution and transport managers or warehouse managers with at least 3 years experience in marketing, sales or distribution. Age: 25-45. English	To be arranged
Export marketing management	Theory and practice of international trade; marketing techniques applied to international trade; market planning; product planning; distribution; sales promotion; functional activities; management science.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged 12 weeks	Marketing and export executives from enterprises (and cooperatives) exporting agricultural and industrial products, with at least 3 years management experience in the field of marketing. Age: 30-45. English	To be arranged
Marketing management	Marketing and economic development; marketing concept; export marketing concept; marketing management; marketing research and analysis; marketing planning and control; the promotional activities - marketing communications; the financial aspects of marketing management.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia, 140 Turin, Italy	To be arranged 12 weeks	Marketing, distribution, sales or advertising managers, or executives in other fields of management interested in familiarising themselves with marketing techniques; at least 5 years experience in marketing or main functional management. Age: 30-45. English	To be arranged
Export promotion	Role of Government in export promotion; export marketing management; export marketing research; export promotion techniques.	Italian Institute for Foreign Trade (I.C.E.) Via List, 21, Roma Bar. Italy, in co-operation with the International Trade Centre (ITC) UNCTAD/GATT	Last week in September 10 weeks	Government officials and executives from developing countries. Official languages of the countries selected (English, French, Spanish)	June

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Session	General Description	Organizer, Venue	Continuing Education Credits	Qualifications, Language Requirements	Fee
Dirección comercial	Estrategia empresarial: la empresa y su estructura; estructura y objetivos; planificación y desarrollo de planes; economía general y estructura económica; comportamiento del consumidor; psicología; estadística; demografía; negocios. Estrategia comercial: el plan de marketing; objetivos y políticas; precios; formación de precios; canales de distribución; sistemas de venta; distribución física; publicidad y promoción; acción de ventas - técnica y personal; información; material instrumental. Las decisiones comerciales: marketing mix; análisis y selección de casos reales; marketing para comercios; compañías comerciales; síntesis - documentación de un caso real.	Escuela de Organización Industrial (E.O.I.), Av. de la Mar 608, Ciudad Puerto Rico, San Juan, P.R., España	12 credits	Graduate level in business administration or equivalent	
Export marketing	Export challenge and export marketing research; product, quantity and design development for export; tariff and non-tariff factors in exporting; costing and pricing for export; documentation; legal considerations in exporting; export finance and insurance; packing; packaging and transportation; export promotion; incentives and services available to exporters; export office organization.	National Institute of Management, Postation Road, Colombo 3, Sri Lanka	4 weeks	Graduate in marketing management or business	
Marketing research	The role of marketing research; the research program; identification of relevant information; methods of data collection; sampling and methods of sampling; the questionnaire and its construction; the interview; processing and analysis of data; communication of research results.	National Institute of Management, Postation Road, Colombo 3, Sri Lanka	4 weeks	Graduate and working managerial levels. English.	
Marketing management	Program curriculum includes sections on demand analysis; product policy and product line development; pricing policy; stimulation of demand; management of the marketing and sales operation; determination of marketing strategy; special problems of international management. Participants also have the opportunity to elect one or more special interest seminars selected from the following subjects: financial analysis; multinational marketing operations; export marketing; export promotion for government officials; tourism marketing; agrimarketing and marine marketing; marketing of services and arts/international business policies; marketing in developing countries; computer aids for marketing managers; developing training programs for managerial needs. The six-week academic segment of the program is followed by an optional four-week survey tour of the United States.	International Marketing Institute, 10 Garden Street, Cambridge, Massachusetts 02138, United States of America	June 1976 and 1977 6 weeks (academic segment) and 4 weeks (optional survey tour)	Business executives, government officials, consultants. English	US\$1,400 (tuition for the academic segment)
Pilares fundamentales de marketing	Presentación del curso e introducción general, conceptos básicos de marketing e investigación de mercados, planificación de productos, fijación de precios, sistemas de distribución, promoción y publicidad, administración de ventas, caso práctico, síntesis de la estrategia de marketing y conclusión.	Centro Nacional de Tecnología y Productividad Industrial, Sarandi 690 D, Montevideo, Uruguay	Marzo, Julio, Octubre 9 sesiones de 2 horas cada una	Jefes de ventas y otros ejecutivos de las empresas, interesados en los problemas de comercialización. Español	US\$40

General Studies

General Studies

General Studies

Introduction to industrial design for small industries entrepreneurs

Design consideration of small scale industries; small production runs; design as tool for innovation; design as tool for material substitution; design as tool for production economy.

National Institute of Design, Paldi, Ahmedabad 7 India

November 1 month

Candidates interested in entrepreneurship for secondary manufacturing units. English

Rs. 150,00

Plant layout and materials handling

The systems concept in planning, plant location - factors affecting selection, factory buildings - types and design, types of factory layout, factors affecting layout, analysis of layout plant, evaluation, and selection of optimum layout, installation of factory layout, principles of materials handling, analysis of materials handling problems, selection of materials handling system, types of materials handling equipment.

Asian Productivity Organisation, Aoyama Dai-ichi Bunkyo, 4-14 Akasaka 8-chome Minato-ku, Tokyo 107, Japan

3rd quarter 1976 6 weeks

Technical consultants or industrial engineers of national productivity organizations or equivalent bodies. English

To be arranged

Application des matières plastiques dans l'emballage et le conditionnement (y compris les tuyaux)

Les polymères utilisables dans le conditionnement et l'emballage; leurs diverses propriétés: chimiques, physiques et rhéologiques. Le conditionnement des produits chimiques; bidons, fûts et réservoirs. Le transport des eaux résiduaires. Le flaconnage alimentaire et industriel. Travail de laboratoire. Visites d'usines et d'industries alimentaires. L'emballage alimentaire. Notions de toxicologie. L'étude de la migration des additifs (méthanes et analyses). Le transport de l'eau potable (corrosion de migration). L'élimination des déchets de l'emballage et des usines.

Centre d'études des matières plastiques, 2 rue Armand-Stévant, Liège (Belgique)

11 au 14

Ingenieur chimiste, licencié en sciences pharmaceutiques. Français

A arranger

Emballage

Sur emballage, le transport, série de conférences et visite de laboratoires et usines.

Institut Belge de l'Emballage, rue Picard, 1020 Bruxelles, Belgique

Mars 1977 8-10 semaines

Cours post-universitaires et assimilés. Français

A fixer

Packaging

Raw materials, processing, testing, transportation, conferences, laboratory and factory visits.

Institut Belge de l'Emballage, 15 rue Picard 1020 Bruxelles, Belgique

March 1977 8-10 weeks

University degree or equivalent. English

To be arranged

Industrial design

Examen de l'évolution des idées et des programmes de promotion en Belgique. Situation actuelle; aspects économiques et socio-culturels. Organismes promoteurs; Institut belge pour le développement de l'Industrial Design. Champs d'activité (documentation, librairie, travail d'enquête); examen des programmes et rapports d'activités de 1964 à 1971 de l'Institut belge. Design Centre créé par l'Institut belge en 1964. Collabore avec l'Office belge du commerce extérieur; fonctionnement; contacts éventuels avec exposants; professionnels; enseignement; fédérations professionnelles; entreprises.

Institut belge pour le développement de l'Industrial Design, Bruxelles, Belgique

Indéfiniment (sur invitation août) 1 mois

Directeur d'examens nationaux de promotion, designers, ingénieurs techniciens ou en construction, toutes autres personnes spécialisées

A déterminer suivant les cas

PRODUCT DESIGN AND PACKAGING (Cont'd)

Courses of Study

Engineering and industrial design

Procedures for design of various industrial products including prototype manufacturing and basic production documentation.

Product design and packaging

Mature of design; introduction to product design, product and packaging; presentation techniques; basic development and management.

Design for export

Relation of design with craft tradition; designer's special skill in propagating traditional skills and materials into quantity production export items; industrial design and the international market scene; the role of international design bodies such as ICSID.

Industrial design visual communication

Textile, ceramic and graphic design. Film, photography, printing, typography.

Production engineering

Production engineering, design and development, standards.

Normalization

Motivation, préférences, philosophie, motivation, objectifs et aspects économiques de la normalisation; organismes de normalisation; normalisation internationale, multinationale, nationale, d'un secteur d'industrie, d'entreprise; élaboration des normes; étude d'exemples typiques, de normes, de terminologie et de définitions, de représentation graphique, de spécification, de produits (composition, propriétés physiques et chimiques, formes, dimensions, qualité), de méthodes de mesure, d'essai et de contrôle, de sécurité, de procédure, codes de bonne pratique, checklist; application de la normalisation dans les articles, réduction de la diversité; procédures d'analyse de la valeur appliquées à la normalisation; documentation et bibliographie.

Organizer: Venue

UNIDO Engineering and Industrial Design Development Centre
150 United Nations
Development Programme
P.O. Box 961, Zamiatok,
Cairo, Arab Republic of
Egypt

The Design Centre,
Federation of Hong Kong
Industries, Hong Kong

National Institute of
Design, Palodi,
Ahmedabad,
India

National Institute of
Design, Palodi,
Ahmedabad,
India

State Heavy Engineering
and Machine Tool Corpora-
tion Ltd., F.I.D.C. House,
Dr. Ziauddin Ahmad Road,
Karachi-4, Pakistan.

COURSE CONTENTS AND OBJECTIVES

Comité belge de la
normalisation d'entre-
prise 29 Avenue de la
Brybesonne,
Bruxelles 4, Belgique

Formation technique de
degré moyen; le cours est
principalement destiné à
ceux qui seront appelés à
appliquer la normalisation,
notamment dans la gestion
des entreprises. Français
ou néerlandais.

Courses of Study

Product design
and packaging
1 month

Staff's primary emphasis
is on product design and
packaging. Registration

July
1 week

Staff's primary emphasis
is on product design and
packaging. Registration

November
1 week

Facilitated through
managerial marketing
people interested in
export manufacturing.
English

June and
November
Full time
1 year

Full level entry: SSC
or matriculation
or vision for post
graduate graduate and research
programs. English

January
to
3 months

Degree in mechanical
engineering.
English

1 year. Short term 1 week to 3 months

A teacher

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Country/Center	Course/Description	Organizer/ Venue	To be arranged or arranged	Language	Duration	Cost
Industrial inspection and quality control	Chemical analysis, physical and dynamic testing of raw materials, components and finished products; dimensional calibration and control; industrial inspection of civil engineering works; non-destructive testing, laboratory and field testing.	Centro de Estudios, Medición y Evaluación de Calidad (CEMEDI) Avda. Maratón 2595, (Casilla 14036, Correo 21) Santiago de Chile	To be arranged	Spanish or English	3 months	US\$350 per month
Control de calidad y metrología	For determinator.	Instituto Nacional de Normalización, Santiago, Chile	Variable	Calificaciones profesionales. Español	-	A convenir
Normalisation - contrôle de la qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques, laboratoires et entreprises.	ACTIV 64 rue Pierre Charron Paris 8 ^e , France	April 7 semaines	Ingenieurs chargés des services de contrôle de qualité, fabrication, achats, essais, etc. Français	Octobre	Fr. F. 1,000
Normalisation et contrôle de qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques et les entreprises. Etude des services chargés de l'application des normes dans les instituts de normalisation et les entreprises. Les notions de calcul statistique auxquelles font appel ces méthodes de contrôle seront seulement évoquées de façon rapide.	ACTIV et AFNOR 64 rue Pierre Charron Paris 8 ^e France	Stages non encore fixés 6 semaines	Ingenieurs responsables du contrôle de la qualité, d'un service après-vente, d'un service achats, ou d'essais de laboratoires. Français	-	A discuter
Formation à la normalisation	Généralités sur la normalisation; procédure d'élaboration des normes; diffusion de la normalisation; application des normes; marques de conformité aux normes.	AFNOR Tour Europe Cedex 92000 Paris La Defense, France	Non encore fixé 10 semaines	Ingenieurs et techniciens appelés à participer à des travaux de normalisation sur le plan national, professionnel ou d'entreprise. Français	-	A discuter
Standardization	Training of standards engineers: (1) Basic courses training within plants in standardization. (2) Advanced courses in planning directing standardization in enterprises. (3) Direction of standardization in enterprises.	Deutscher Normenausschuss (DIN) 1 Berlin 30 (West) Burggrafenstrasse 4-7 F.R. Germany	To be arranged 5 days	Engineering degree. German	-	DM 2000
Metrology	All questions relating to Legal Metrology (Lectures and laboratory work)	TESCO Organization for International Technical and Scientific co-operation, and OMI National Office of Measures H-1054 Budapest PP.101 H-1531 Budapest PP.19 Hungary	Autumn 1976 3 weeks	Professional qualification. English	March 1976	To be arranged
Statistical quality control	Detailed training in the principles and application of statistical quality control with emphasis on its application to standardization and certification marking.	Indian Standards Institution, 9 Bahadur Shah Zafar Marg, New Delhi-110001, India	7 October 7 weeks	A degree in any branch of science, engineering or technology with at least 2 to 3 years experience in the respective fields. Preference to those who are connected with any facet of industrial production such as design, manufacturing quality control, standardization, distribution, etc. English	31 August	To be arranged

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Standard	General description	Organizer, Venue	Course Dates	Qualification Level	Last date for receipt of applications	Fee
Training in standardization for developing countries	Detailed training in principles and methodology of standardization, the working of ISI, assessment of the impact of standardization and certification marking efforts on trade and industry.	Indian Standards Institution, Bahadur Shah Zafar Marg, New Delhi-110001, India	20-24 March 1976 5 members each pays US\$2000	Instruction in industry, engineering, commerce, policy, and marketing; course designed in terms of training of industry.	1976	Free
Standardization	Standardization: establishment of standards, specifications for industrial products, follow-up and testing in chemical, mechanical and electrical fields. Programme consists of lectures, laboratory demonstrations and visits to factories.	Institute of Standards and Industrial Research of Iran, Tehran, Iran	6-10 March 1976 5 weeks	Graduate students; English, Persian	1976	Free
Quality control (Food processing industry)	Present status of food processing industry, and problems in quality control, standards for quality and hygiene, present status of quality control in food processing industry in Japan, techniques and promotion of quality control activities, manufacturing technology.	Asian Productivity Organization, Aoyama Dai-ich, Mansions, 4-14 Akasaka 4-chome Minato-ku, Tokyo 107, Japan	February 1976 4 weeks	Seminars and training in statistical production, organization, and quality control; engineers from agricultural industry.	1976	Free
Industrial standardization and quality control	Essentials of standardization; fundamental industrial standardization; administration of national standardization in Japan; standards for agricultural and forestry products; standardization at international level; technical standards in regulations; JIS marking system; presentation of products standards; quality control; past, present and future; reliability and quality assurance system; effects of standardization in management; network system and its standardization; value engineering analysis; standardization in physical distribution; standardization of information processing, preservation and analysis; in-plant practical training; study tours.	Japan International Co-operation Agency, Agency of Industrial Science and Technology, MITI, and Japanese Standards Association, 4-1-24 Akasaka, Minato-ku, Tokyo 107, Japan	8 January 1976 3 months approx.	Standard engineers in national standards bodies and engaged in their extension service, should be nominated by their Governments.	1976	Free
Industrial water	Industrial water analysis and treatment.	National Industrial Standards Research Institute, 199, Dong Soong Dong, Chongno-ku, Seoul, Republic of Korea	To be arranged	E.Sc. English	1976	Free
Industrial quality control	Theoretical part: statistical methods, statistical quality control during the production process, acceptance, sampling and inspection, process analysis, improving the production process, quality and cost, quality organization, quality information, operations research, reliability, the philosophy of integrated quality control, planning and preparation of basic design, standardization, ergonomics decisions on programming, designing, production, distribution and service. Practical part: mainly conducted in factories, offices or institutes concerned with the following aspects: market analysis and production development, standardization, process analysis, organization for quality control, metrology, problems of optimization and design of experiments.	Bourcentrum International Education P.O. Box 299, Rotterdam, the Netherlands, in co-operation with IUFFIC	7 January 1976 and 4 August 1976 5 months	Bachelor's degree from a recognized university or similar institute, engaged in work directly related to the field of the course concerned.	1976	Dollars 9,500 (subject to change)

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Studies	General description	Organizer; Venue	Commencing date; Duration	Qualification; Language; Remarks	Los datos de inscripción y admisión
Control e inspección de materiales	Mélicas de inspección de materiales.	Centro Nacional de Investigaciones Metalúrgicas (CENIM) Ciudad Universitaria Madrid 3, España	Mes y medio variable	Técnicos con experiencia o estudiantes universitarios. Español	A convenir
Nacionalización y normalización	Dirección de la producción. Curso superior de normalización. Organización del trabajo administrativo en la empresa. Aplicaciones prácticas de la I.O. en la empresa. Gestión de la calidad. Análisis del valor. Valoración del trabajo administrativo. La estructura de salarios en la empresa. Planificación y gestión de la normalización. Dirección de personal. Nomenclatura y codificación en la empresa. Tom de decisiones en la empresa, en condiciones de riesgo e incertidumbre. Planificación a medio y largo plazo. Fiabilidad en la dirección y la fijación de objetivos en la empresa. La dirección en la industria electrónica. Dirección de empresas multinacionales. La responsabilidad social de la alta dirección por objetivos. Política del producto. Program Zero Defectos, etc.	Instituto Nacional de Racionalización y Normalización, Serrano 150 Madrid 6, España	No establecidas todavía Variable (entre una semana y tres meses)	Postgraduados. Personal directivo y técnico de empresa o de la administración. Español	Variable
Standardization	Organization of national standards work; preparation and presentation of standards; committee procedure; work of a committee secretary; International standardization; metrication; standards and legislation; standards and research; standards and quality assurance; organization of library and technical information services; consumer activities; standardization in specific technical areas; public relations.	British Standards Institution, 2 Park Street, London W1A 2RS United Kingdom	19 JULY 1976 4 weeks	Senior employees of standard organizations with: (i) degree or equivalent; (ii) minimum of 2 years experience in post. English	30 April 1976
Gestion industrielle et financière des petites et moyennes entreprises	Le cycle a pour but d'assurer une formation complémentaire à ces cadres d'organismes de promotion de la petite et moyenne entreprise industrielle. Le perfectionnement est axé sur la gestion financière, le calcul de prix de revient et la comparaison inter-entreprises. Il se compose de cours théoriques et de stages dans des bureaux d'ingénieurs-conseils et entreprises industrielles.	Institut économique et social des classes moyennes à Bruxelles, c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5, Bruxelles, Belgique	15 Avril 3 mois	Etudes universitaires à orientation commerciale ou économique ou formation pratique équivalente acquise par une fonction de cadre dans une entreprise. Français ou néerlandais	15 février A déterminer selon les cas
Petites et moyennes entreprises (formation de conseillers d'entreprises)	I. Introduction - l'économie belge. II. Gestion financière: Le bilan, témoin de la structure financière; le compte de pertes et profits, témoin de la rentabilité globale; le compte d'exploitation, témoin de la rentabilité propre; les techniques utilisées pour évaluer la structure financière et la rentabilité; les sources de financement. B. Exploitation: direct costing; rentabilité des investissements. C. Administrative et comptable: la comptabilité dans les PME; les systèmes administratifs; le traitement de l'information. D. Industrielle: planning de l'approvisionnement; planning de la production. E. Commerciale: les problèmes de communications; le concept "marketing"; les exportations. Le programme des cours est adapté à l'intérêt des étudiants pour tenir compte notamment des besoins particuliers des pays en voie de développement.	Institut économique et social des classes moyennes à Bruxelles, c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5, Bruxelles, Belgique	A arranger 5 mois	Entre possession d'un diplôme universitaire légal ou scientifique, de préférence de licencié en sciences économiques ou d'administration des entreprises, ou d'un diplôme d'ingénieur commercial ou équivalent. Âge: maximum 30 ans. Français	A discuter

SMALL-SCALE INDUSTRIES AND ENTERPRISES

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing Date; Duration	Qualification; Language	Last date for receipt of applications	Fee
Petites et moyennes entreprises industrielles orientation marketing	1. Séminaires d'études de cas (3 mois et demi) sur: l'économie; la communication et la créativité; la gestion financière; le marketing; l'organisation de l'entreprise. 2. Visites d'organismes (semaines) (zones industrielles, organisations professionnelles, etc.). 3. Stages (1 mois). (Ces cours sont sanctionnés par un examen oral et écrit. But du cycle: former des conseillers en gestion pour la petite et moyenne entreprise industrielle).	Institut démographique et social des classes moyennes à Bruxelles Seco Administration Générale de la coopération au développement, Place du Champ de Mars 3, Bruxelles, Belgique	15 mai 1978 12 semaines	1. Avoir un diplôme de bachelier ou équivalent en sciences économiques ou sociales. 2. Avoir une expérience professionnelle dans le domaine de l'administration des affaires. 3. Avoir une maîtrise de l'anglais ou de l'espagnol.	15 mai 1978	A 500.000
Consultoría a la pequeña y mediana industria	La transferencia de tecnología a la pequeña y mediana industria colombiana a través de la consultoría. Tecnología de mercado, filosofías, limitaciones, trabajos y prácticas. Tecnología de producción. Administración de producciones, desarrollo tecnológico, dificultades de adaptación de tecnologías más avanzadas, trabajos prácticos. Tecnología contable y financiera. Administración financiera, herramientas prácticas de manejo financiero, fuentes de crédito, trabajos prácticos.	FIGITEC Carrera 11 A. 69-70, Bogotá Apartado Aéreo 12000 Colombia	A partir de 15 mayo	Titulo universitario en administración de empresas o ingeniería o equivalente. Debe tener experiencia en campo afín. Español.	15 mayo 1978	\$ 3.000
Promotion of small and medium industry	Case studies & measures to promote transfer of suitable technologies for developing countries.	German Foundation for International Development (DSE) Seminar Centre for Economic and Social Development, 1 Berlin 27 Reihewerder Villa Borsig F.R. Germany	To be arranged 2 months	High level personnel from planning, industrial and agricultural ministries and development banks from English and French-speaking African Countries. English or French	-	-
Small scale rural industry	Promotion of development through development banks and self-help arrangements to assist structural improvement of least developed countries in Near and Middle East. Emphasis on advising small rural industries.	German Foundation for International Development (DSE) Seminar Centre Villa Borsig 1 Berlin 27 F.R. Germany	To be arranged 3 weeks	Specialists from national development associations, mutual loan associations and agricultural development banks from developing countries. English	-	-
Introduction to industrial design for small industries entrepreneurs	Design consideration of small scale industries; small production runs; design as tool for innovation; design as tool for material substitution; design as tool for production economy.	National Institute of Design, Paldi, Ahmedabad 7, India	November 1 month	Candidates interested in entrepreneurship for secondary manufacturing units. English	To be announced later	Rs.150.00
Entrepreneurial motivation development	Entrepreneurship; understanding individual behaviour; achievement motivations; risk-taking; aspiration values; goal-setting; entrepreneurial decision-making; economic factors; feasibility studies; organization; identification of entrepreneurs; long-range strategies.	SIFP (Small Industry Extension Training Institute) Youngfunda, Hyderabad 500045, India	Late October 6 weeks	Persons actively engaged in training, planning or administering (industrial) entrepreneurship development programmes. University degree desirable; age under 30. English	-	US\$600

Country or Sector	General description	Organization, Venue	Course Dates	Cost	Last date for receipt of applications
Small industry financing	(a) The concepts and functions of development financing with reference to developing economies, role of development banks in stimulating economic growth, service selling - a promotional aspect of development banking, role of small scale industries in developing economies, concept of lead bank and area approach, preparation of industry profiles through regional surveys; formulation of policies and procedures with a view to developing appropriate financial infrastructure, motivating small industries to avail of bank assistance. (b) Techniques and analytical tools for planning and control of operating industries; managerial ability and technical competence of operating industries; planning financial needs and checking profit performance assessing business opportunities; management appraisal of their project reports. (c) Follow-up system and advisory services to ensure the adoption of small enterprises, and financing of new enterprises and socially desirable business policies by small scale industries, development of a follow-up system to diagnose problems of small industries, and supervision of fund utilization through bank accounts.	SIFT (Small Industry Extension Training Institute) Yousofuda, Hyderabad 500045, India	Late October 6 weeks	US\$800	
Small industry management consultancy	Management concepts and techniques; the economic environment and the role of management development therein; business policy, investment appraisal and techniques for planning and control of management; marketing and sales; management accounting and sales; production and industrial engineering; organization and labour. Consultancy skills and practices; application of techniques for analysis and diagnosis; consultancy practices. Organizing management consultancy services.	SIFT (Small Industry Extension Training Institute) Yousofuda, Hyderabad 500045, India	September 10 weeks	US\$1,100	July
Small industry promotion in developing economies	Economic growth; industrialization process; role of small industries; small industry development programs in India; organizational network for small industry - promotion - government, quasi-government and non-government organizations for promoting small industries in India; economic investigation and analysis; organizing and working for small industry; visits to small industry promotion agencies and organizations as well as concentrations of small industries.	SIFT (Small Industry Extension Training Institute) Yousofuda, Hyderabad 500045, India	September 10 weeks	US\$1,100	July
Information storage and retrieval systems	Informations: basic concepts and definitions; formal elements of an information system. History and sociology of scientific communication. Techniques for handling information; document and information storage systems; dissemination of information; question analysis and search strategies; analysis, design, testing and evaluation of information systems; reprographic methods.	Small Enterprises National Documentation Centre (SENDOC) SIFT Institute, Yousofuda, Hyderabad 500045, India	September 1976 7 weeks	US\$300	
Management for small sized plants	Organization and management of the small plant; marketing; financial management; personnel management and human relations; production management and organization.	Israel Institute of Productivity, Sold Str. 4, Tel Aviv, Israel	10 October 4 weeks	US\$900	10 July
Promotion and marketing of handicrafts for home industries and small-scale enterprises	The economics of cottage and small scale industries and their social aspects; technology of crafts; administration; production; promotion and marketing. Observational visits will be made to craft centres, workshops, small scale industries, organizations involved in production, promotion and marketing, and to museums. Practical work.	Mount Carmel International Training Centre for Community Services (MCC) 12 David Pinsky Street, Haifa, Israel	4 March 1976 10 weeks	\$100 per month	

Course or Study	General description	Organizer: Venue	Commencing Date: Duration	Qualification: Level: Language	Last date for receipt of applications	Fee
Peitres industries et esprit d'entreprise	Gestion industrielle, financière et commerciale, promotion et développement des petites et moyennes entreprises. Séminaires de durées variables sur les différents thèmes, l'ensemble des thèmes constituant un cycle complet, comportant également un suivi (follow-up) en entreprise.	Institut National de Promotion-Formation, Tananarive, Malgache République Malgache	Variable	Directeurs et cadres en exercice des petites et moyennes entreprises. Français-malgache	-	A 1000000
Cottage industries	Mechanics, electric studies, carpentry, blacksmithy, sheet metal work, handloom and weaving for women.	Ministry of Commerce and Industries, Amelio Cottage Industries Training Centre P.O. Box 411, Tabora, United Republic of Tanzania	1 March 1 year	Class Seventh and above. Swahili	To be arranged	-
Entrepreneurship	Selection and training of entrepreneurs.	East-West Technology and Development Institute Hawaii, United States of America	October 3 weeks	Trainers and instructors concerned with the training of entrepreneurs in a university or related training institution and small business entrepreneurs. English	-	To be arranged
Trainer development	Training needs; developing training objectives and planning training strategy; designing a training programme; the training group and the climate; training methods; individual and group assignments; communication in training; study tour of training institutes in Hyderabad and other cities in India	SLET (Small Industry Extension Training Institute, Yousofgeda, Hyderabad 45 (A.P.) India	October 7 weeks	Persons actively engaged in training in institutes offering training in management, administration, development, etc. Participants should be less than 45 years of age. English	August	US\$400.00
Audio-visual aids technology	The nature of communication; the audio-visual media in instructional technology; the audio-visual methods; audio-visual mass-media for learning; the audio-visual services; maintaining audio-visual hardware; preparing audio-visual software; the specialized uses of audio-visual media.	International Centre for Advanced Technical and Vocational Training, Corso Unità d'Italia 140 Turin, Italy	20 January 10 weeks	At least 3 years experience in this field or in allied fields. Practical teaching or communication would be a decided asset; between 25-40 years of age. English	To be arranged	To be arranged
Trainer development	This three-week course has been designed specially to meet the requirements of potential as well as experienced training men who are responsible for organizing and conducting in-company training. It deals with training philosophy, management and application of the effective training techniques.	Pakistan Institute of Management, PIDC, Shabrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 3 weeks	Training managers. English	-	Pak.Rs. 500

Trainer development

OTHER TRAINING OPPORTUNITIES AND SHORT COURSES
 AUTRES PERMANENTES DE FORMATION ET SESSIONS D'ETUDE DE BREVE DUREE
 OTROS OPORTUNIDADES DE CAPACITACION Y CURSOS CORTOS

Course/Subject	Course description	Organizer: Venue	Commencing date: Duration	Qualification: Language	Lessons for number of applications	Fee
Management	The Institute organizes courses (duration from one to five days) covering virtually every aspect of management, including marketing. The course described below is the only one given in English. The profession of management. The changing role of management; how to avoid managerial obsolescence; the challenge of professional management; how companies evolve their management requirements; classification of management work; what is a manager's job? Planning for more effective results; establishing a logical planning pattern; the principles of planning; using specific objectives as a guide to management action; structure to fit the needs of the future; that type of organization structure should you have? How to improve your organization; delegation the key to effective management. Effective leadership; new thinking in management and leadership; how to make better decisions; communicating for improved understanding; motivating people for effective development; new methods of counselling following appraisal. Controlling for results: how to select the best type of control; the lever principle - getting greatest control with least effort; how to determine accountability for control; accurate and precise reporting; what can never be delegated in control.	Bernstein Institut für Unternehmensführung, 1181 Vienna, Mähringer Gürtel 97, (Marxstrasse bei Bernsdorf.) Austria	Variable - from September directors, general managers and divisional managers. Except for the one-week course described above, all courses are given in German.	Entrepreneurs, managing directors, general managers and divisional managers. Except for the one-week course described above, all courses are given in German.	-	From AS1,500 to AS11,000
Formation dans l'industrie	Les autorités bulgares sont disposées à organiser des programmes de formation individuels ou en groupe dans les domaines suivants: alcoïdés; automatisation de la programmation; analyse des corps Gras; équipement hydraulique.	Ministère des affaires étrangères, Sofia, Bulgarie	Variable	Diplôme universitaire Anglais, français ou russe.	-	-
Training in industry	The Bulgarian authorities are prepared to organize individual or group training programmes in: alcoholids; automation of programming; fats-analysis; hydraulic equipment.	Ministry of Foreign Affairs Sofia, Bulgaria	Variable	University degree English, French or Russian	-	-
Recursos para el dimensionamiento de estructuras de madera	Propiedades mecánicas de la madera; análisis estadísticos; obtención de fatigas básicas; clasificación por resistencia; obtención de fatigas admisibles y de diseño; elemento de unión en la madera estructural; maderas laminadas; construcciones especiales.	Instituto Forestal Belgrado 17 Santiago de Chile Chile	en julio (variable) 24 horas pedagógicas	Estudios universitarios o título profesional Español	-	A discutir
Ingeniería	Tecnología en ingeniería, ciencias de la educación, ingeniería mecánica, ingeniería eléctrica, ingeniería industrial, tecnología eléctrica, mecánica, industrial y química.	Universidad Tecnológica de Pereira, Apartado aéreo 97, Pereira, Colombia	cuero 6 meses	Bachillerato y pruebas de admisión del ICPEES. Español	-	A debatir
Ingeniería de petróleos	El tema específico lo da el conferencista	Universidad Industrial de Santander Apartado Aéreo 678 Bucaramanga, Colombia	15 días se celebrará durante un mes de verano	Se requiere que el participante sea profesional o esté cursando último año de estudios universitarios. Español	-	US\$275
Ingeniería, química, física, metalúrgica	Termodinámica, cinética, fenómenos de transporte, separación de multicomponentes, física del estado sólido, física de la plasma, electromagnetismo, metalurgia física, metalurgia mecánica, corrosión.	Universidad Industrial de Santander, Apartado aéreo 678, Bucaramanga, Colombia	febrero 16 meses	Ingeniero o licenciado. Español	-	A convenir

Généralités	Généralités	Organisme	Caractéristiques	Qualifications	Lieu des travaux	Fonction
Stages dans l'industrie	<p>Sessions d'études sous forme de stages groupés, dont les programmes comportent généralement une partie d'enseignement théorique et une partie d'application pratique, dans les secteurs suivants:</p> <p>Stage Durée Date de début</p> <p>Béton précontraint 4 mois Avril</p> <p>Industrie chimique et engrais 10 se- Septembre</p> <p>Maintenance, implantation, stockage 3 mois Septembre</p> <p>Constructions métalliques Périodicité variable</p> <p>Administration d'entreprise " "</p> <p>Contrôle de la qualité " "</p> <p>Energie électrique " "</p> <p>Techniques frigorifiques " "</p> <p>Corrosion " "</p>	<p>Agence pour la coopération technique industrielle et économique (ACTIM), 84 rue Pierre Charron, Paris 8, France (Et diverses régions de France).</p>	<p>Variable De 3 à 5 mois</p>	<p>Personnes occupant déjà ou qui sont appelées à occuper des postes de responsabilité dans les entreprises, les services publics ou la vie économique de leur pays. Français</p>	A discuter	
Développement industriel	<p>Promouvoir une information objective sur les grands problèmes économiques internationaux et favoriser une meilleure compréhension des données économiques et techniques qui s'imposent aux entreprises participant au développement industriel des pays du tiers monde. Il s'agit de placer les étudiants devant des problèmes concrets dont ils auront à analyser les données en tant que futurs responsables de l'Administration ou de l'économie de leur pays. Les sessions d'études reposent sur une série d'exposés animés par des cadres d'entreprises, de grands services publics, souvent membres de CEDINOM, de représentants d'organismes internationaux souvent choisis en raison de leur expérience des problèmes du développement.</p>	<p>Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDINOM) 12 rue de Berri, 75008 Paris, France</p>	<p>Cycle annuel de 5 sessions d'études de 2 jours</p>	<p>Etudiants du tiers monde, niveau 2^o année de scolarité Grandes Ecoles ou 3^o cycle d'études supérieures. Français</p>	<p>15 jours avant déroulement du cycle</p>	
Gestion industrielle	<p>Voyage d'études consacré à des visites d'entreprises et à la présentation des réalisations industrielles les plus caractéristiques d'une grande région industrielle; étude des problèmes posés par la reconversion des activités économiques; étude des équilibres des diverses activités dans le cadre des Plans de développement économique régional (échange de vues avec des responsables d'entreprises et les responsables des instances régionales).</p>	<p>Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDINOM) 12 rue de Berri, 75008 Paris, France</p>	<p>En juillet 1 semaine</p>	<p>Etudiant des Territoires Français d'Outre-Mer; 2^o cycle d'études supérieures. Français</p>	<p>2 mois avant le début du voyage</p>	
Gestion	<p>Formation aux techniques de l'organisation administrative; responsable de l'administration des ventes; l'organisateur au service de la gestion; les techniques de l'exportation; moyennes ou petites entreprises; Gestion industrielle; direction et management.</p>	<p>CEDIP, Centre d'Enseignement du Management (CEDIP-CEM) 3 rue Cassette, 75006 Paris, France</p>	<p>A convenir 12-18 jours</p>	<p>Cadres responsables. Français</p>	<p>Fr.F.4700- 7200</p>	

Quatre et Cinquième	Contenu descriptif	Organisme, Vues	Commencement des Sessions	Qualifications: Langue requise	Lieu des Sessions et nombre de participants	Frais
Question de la production	La production, le stock comment l'optimiser, méthodes modernes de gestion de la production, ordonnancement et planning, maintenance et stockage, gestion des stocks à l'ère de l'informatique.	CEOP-CM (CEOP - Centre d'Enseignement du Management) 3 rue Cassette, 75006 Paris France	Sessions discontinues se référant plusieurs fois par an. 14 jours	Qualification professionnelle. Français	-	Fr.F. 500 par jour
Propriété industrielle	Brevets et licences, politiques et négociation. Les marques : création, protection, exploitation.	CEOP-CM (CEOP - Centre d'Enseignement du Management) 3 rue Cassette, 75006 Paris France	Sessions discontinues se référant plusieurs fois par an. 5 jours	Qualification professionnelle. Français	-	Fr.F. 500 par jour
Recherche et développement	Introduction à l'analyse de la valeur, analyse de valeur des procédés et des processus de fabrication; analyse de la valeur appliquée au stade de la conception, analyse de la valeur administrative.	CEOP-CM (CEOP - Centre d'Enseignement du Management) 3 rue Cassette, 75006 Paris France	Sessions discontinues se référant plusieurs fois par an. 10 jours	Qualification professionnelle. Français	-	Fr.F. 500 par jour
Corrosion	Etude de la corrosion et de ses facteurs; comportement des métaux et des alliages; protection par les revêtements métalliques; protection par les émaux, peintures, vernis et plastiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	26 janvier 1976 6 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. 6 semaines non Français consécutives (fractionnables)	-	Fr.F. 10 000 pour la totalité Fr.F. 2 000 par semaine
Fiabilité	Etude avancée de la fiabilité en électronique; étude avancée de la fiabilité en mécanique.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	11 octobre 1976 3 semaines non consécutives (fractionnables)	Ingénieurs. Français	-	Fr.F. 5 800 pour les 3 semaines Fr.F. 2 100 par semaine
Lymphatisme	Principes élémentaires; technique du vide; production du froid et de la chaleur; installations de lymphatisme; technologie.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	29 novembre 1976 1 semaine	Agents techniques. Français	-	Fr.F. 2 000
Malaises acoustiques (stage d'étude)	Acoustique physique et physiologique; lutte contre le bruit dans l'industrie et l'habitation; travaux pratiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	29 mars 1976 3 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	Fr.F. 5 400 pour les 3 semaines Fr.F. 2 000 par semaine
Malaises acoustiques (stage pratique)	Acoustique physique et physiologique; lutte contre le bruit dans l'industrie et le bâtiment; travaux pratiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	20 septembre 1976 2 semaines non consécutives (fractionnables)	Techniciens. Français	-	Fr.F. 3 800 pour les 2 semaines Fr.F. 2 100 par semaine
Pollution atmosphérique	Principaux polluants atmosphériques; dosage et effets de la pollution atmosphérique; lutte contre la pollution atmosphérique.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	19 janvier 1976 3 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	Fr.F. 5 800 pour les 3 semaines Fr.F. 2 100 par semaine
Problèmes de l'eau	Problèmes généraux : caractéristiques; législation de l'eau; sources de pollution des eaux; traitement et épuration.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	5 avril 1976 5 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	Fr.F. 6 500 pour les 5 semaines Fr.F. 1 500 par semaine

Country or Sector	General Description	Organizer, Venue	Duration	Qualification	Last day for receipt of applications	Fee
Problems de l'énergie	Bilan des réserves des sources classiques; nouvelles sources d'énergie; économies d'énergie (industrie, chauffage, transports).	Centre de Perfectionnement Technique, 2 avenue Alexandre-Maistrasse, 92500 Rueil-Malmaison, (Paris) France	2 février 1976 2 semaines non consécutives (fractionnables)	Ingenieurs et assimilés	-	Fr.F. 3 800 pour les 2 semaines Fr.F. 2 100 par semaine
Usinages et assemblage des métaux	Usinages conventionnels (nouveau); usinages non conventionnels; mise en forme; soudage et brasage.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Rueil-Malmaison, (Saint-Etienne) France	15 mars 1976 1 semaine	Ingenieurs et techniciens supérieurs. Français	-	Fr.F. 1 800
European industrial relations	Explores new approaches to international industrial relations through study of current and future challenges and examination of how they are being met in different countries.	European Institute of Business Administration (INSEAD), B.P. 75, 77300- Fontainebleau, France	20-25 June 1976	English	4 June 1976	Fr.F. 3 600
Management development	Helps specialists to achieve maximum utilization of managerial resources by means of training, education and development.	European Institute of Business Administration (INSEAD), B.P. 75, 77300- Fontainebleau, France	To be announced 1 week	English	-	Fr.F. 3 600
Managerial skills for international business	Helps managers to develop the attitudes and skills required for effective performance in foreign environments, or for managing staff operating abroad.	European Institute of Business Administration (INSEAD), B.P. 75, 77300- Fontainebleau, France	15-27 August 1976	English	30 July 1976	Fr.F. 7 000
Strategy skills and concepts	Provides general managers to co-operate at corporate or divisional levels with a conceptual framework for the design of strategy and for the use of planning systems in the context of rapidly changing business environment. This programme can be attended in conjunction with either the European Industrial Relations Programme or the International Finance Programme (both of which take place in the following week). The continuation programmes provide an opportunity for in-depth study of key strategic areas.	European Institute of Business Administration (INSEAD), B.P. 75, 77300- Fontainebleau, France	13-18 June 1976	English	28 May 1976	Fr.F. 3 600
Re-cycling raw materials	Technical, scientific, economic and educational task of public authorities concerning re-cycling of raw materials.	German Foundation for International Development Seminar Centre, Villa Borsig, Heibnerwerder, I Berlin 27 Federal Republic of Germany	To be arranged 1 week	Officials from Ministries of Economy from developing countries. English, French, Spanish or German	-	-
Producción industrial	Entrenamiento de talleres y plantas industriales; control de calidad.	Centro Cooperativo Técnico Industrial Tegucigalpa, D.C., Honduras	2 semanas	Ingenieros Espanol	1 julio	A discutir
Management	Critical path method; linear programme techniques; waiting line techniques; capital budgeting technique.	The Hong Kong Management Association, Management House, 26 Canal Road West, Hong Kong	4 times per year 2 1/2 days	Managers, executives and engineers engaged or interested in planning and control of activities. English	-	HK\$600

Course of Studies	General Description	Organizer/Venue	Commencing date	Duration	Comments	Language	Last date for receipt of applications	Fee
General Management	(a) For SENIOR Managers: Management development and organization change; strategic planning and management control; thinking process and decision making; managerial leadership; executive motivations; management communications; the manager's job; managerial effectiveness and future challenge. (b) For MIDDLE Managers: the importance of management; authority, responsibility and delegations; methods and control; human relations; employee morale; managerial qualifications.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	4 times per year	4 full days per course	Managers and executives in commerce and industry.	English	-	HK\$1,250 HK\$ 900
Management	General management; production management; marketing management; office management; smaller business management, etc.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	To be arranged	2 1/2 to 5 days	Programmes offered at 3 levels: top/senior management; smaller business/supervisory management. English, Chinese	-	-	To be arranged
Production management	(a) Quality control; production control; work study. (b) Plant layout; materials handling; preventive maintenance.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	3 times a year	(A) 4 full days (B) 2 full days	Middle level managers, executives and engineers. Chinese (Cantonese)	-	-	(A) HK\$650 (B) HK\$430
Industrial water management and environment protection	Industrial water acquisition, water management, waste water treatment and environment protection.	TESCO (Organization for International Technical and Scientific Co-operation) and Hydraulic Documentation and Information Centre, H-1054, Budapest, P.O. Box 101, Hungary	October 1977	2 months	University degree in hydraulics and/or sanitary engineering and practical experience exceeding 5 years. English	-	March 1977	To be arranged
Training in industry	The Hungarian authorities are prepared to organize courses and individual training for engineers in the following industries: electrical, chemical (including pharmaceuticals), food processing, leather, precision instruments, textiles and aluminium.	TESCO (Organization for International Technical and Scientific Co-operation) H-1054, Budapest, P.O. Box 101, Hungary (Various places in Hungary)	Variable	-	Graduate engineers with some years of practical experience. English	-	-	To be arranged
Productivity management	Socio-economic environment and trends, management concepts and skills, financial management, management of materials, plant and equipment, human resources, industrial relations and marketing.	National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi - 11003, India. Srinagar	September	15 days	Senior management personnel. English	-	-	US\$350
Industrial management	All branches of management.	Industrial Management Institute, 435 Takhte Jamshid Ave., Tehran, Iran	April, June, August and October	32 hours in 16 sessions spread over 2 months	Directors and managers. Farsi; some courses in English	-	-	Rials 3,200 5,000
Management	Courses in management by objective, leadership, authority and its delegation.	National Centre for Consultancy and Management Development, Baghdad, Iraq	One week	-	Directors General of Companies. Arabic	-	-	1D.10/-

Course or Study	General description	Organizer, Venue	Course Dates	Qualification Language requirements	Last date for receipt of applications	Fee
Industrial documentation	Introduction to documentation; acquisition and organization of information materials; information handling; information storage and retrieval; reprography; standardization of documentation; literature searching; utilization of information services; organization and operation of documentation department in industry.	Korea Scientific and Technological Centre, 206-9, Cheongryangridong, Dongdaemun-ku, Seoul, Republic of Korea	May 5 days	English	-	US\$10
Les financements de la B.E.I. dans les pays d'Afrique, des Caraïbes, du Pacifique et les pays du Bassin Méditerranéen ayant conclu avec la CEE des accords comportant une coopération financière	Conférences données occasionnellement à des groupes de stagiaires de passage ou, plus exceptionnellement, organisation de brefs stages d'information sur l'activité et les méthodes de la B.E.I.	Banque Européenne d'Investissement, 2 Place de Metz, Luxembourg	A discuter	Français et anglais	-	-
Management development	Short courses in: industrial engineering; light industry; management accounting; sales and marketing; management development; industrial relations; plantation management.	National Productivity Centre, Petit Surat 64, Petaling Jaya, Selangor, Malaysia	Jan.-June July-Dec. 3-5 days	English	-	To be arranged
Industrial transport systems	The importance of modern transport and distribution systems. Their financial implications. Choice between different kinds of transport systems. Matters of current interest and relevant development trends into the '80's.	CBR - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingal 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Managerial responsibility. English	-	To be arranged
Empower management	The organization of management systems involves the co-ordination by objectives of individuals and groups of persons in a firm as well as the integration and co-ordination with market factors and with technological and other means of production placed at their disposal. The increasing significance of systems organization is influenced vitally by market changes and by social, economic and technological developments in modern industry. These factors also pose a new challenge which must be anticipated and met by the personnel managers of tomorrow.	CBR - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingal 58, Rotterdam, the Netherlands	Spring and autumn 1 week	General management and personnel officers. Senior staff engaged in organizational matters in various types of enterprises and in particular of firms engaged in industrial, transportation, distributive and financial operations. English	-	To be arranged
Plant expansion and modernization	In the capital goods structure of the industrial enterprise, its intrinsic capability, technologically as well as economically, must be fostered systematically. Productivity improvement, increase of sales-volume, technological change, environmental factors and diverging therefrom, the gradual obsolescence of fixed assets, necessitates periodic renewal of equipment and, over a span of time, a stepped expansion of plant facilities.	CBR - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingal 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Senior management staff. English	-	To be arranged
Reliability engineering	The methodology and applications of reliability engineering. Project- (or mission) reliability and industrial reliability engineering. The reliability of components and systems, reliability determination and prediction, reliability testing as well as factors such as operational effectiveness, design adequacy, availability, maintainability and safety. Case studies.	CBR - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingal 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Professional qualification, senior responsibility. English	-	To be arranged

Course or Seminar	General description	Organizer/Venue	Co-ordinating Officer	Qualifications/Length/Requirements	Last date for receipt of applications	Fee
Corporate finance	The programme has two objectives, the first is to give the participant an understanding of all the important elements in financial management process. The second is to teach him how to analyse and systematise those elements to produce sound financial decisions that yield maximum benefits and are consistent with company goals.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	To be arranged 1 week	Senior and middle level executives. English	-	Pak. Rs. 500
Executive decision-making and operations research	The profitability and even the solvency of a company depends on the quality of business decisions made by its executives. Operations research is the newer tool available to the executive to improve the quality of his decisions. Contrary to the common belief that to understand and use operations research techniques one has to be a mathematician, this course trains executives in operations research techniques without requiring any knowledge of advanced mathematics.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level executives. English	-	Pak. Rs. 500
Finance and accounting for non-financial executives	The course is designed to give non-financial executives an understanding of the basic principles of finance and accounts and to show them how to use certain financial tools for evaluation of alternative courses of action.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	To be arranged 1 week	Senior and middle level executives. English	-	Pak. Rs. 500
Financial analysis for marketing	The purpose of the programme is to impart "core" knowledge of financial analysis, and to demonstrate the application of financial analysis to marketing decisions, plans and budgets. Participants will discuss case problems dealing with cash flow, BCF techniques, cost-profit-volume decisions, pricing problems, balance sheet and income statement analysis, and profit contribution analysis.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level managers. English	-	Pak. Rs. 400
Financial evaluation of industrial projects	This course aims at developing (i) understanding of principles of market evaluation, technical feasibility appraisal, and (ii) expertise in developing financial projections, financial appraisals and in determining means of financing for projects.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	To be arranged 2 weeks	Senior and middle level executives. English	-	Pak. Rs. 600
Inventory management	The aim of a production activity is the timely manufacture of the desired product of specified quality in proper quantities at least possible cost. To achieve this, stable operations, provision of adequate service to customers and investment in stocks at reasonable levels have to be maintained. Techniques for the solution of problems such as: method for giving manufacturing runs or purchase quantities, setting safety stocks and order forms, etc.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	To be arranged 3 days	Senior and middle level promotion executives. English	-	Pak. Rs. 400
Maintenance management	This course discusses the principles, practices and modern techniques of proper maintenance. Establishment of plant performance rating system, trouble shooting and defect, analysis procedures, and evaluation of the economics of effective maintenance.	Pakistan Institute of Management, FIIC, Shahrak Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level promotion maintenance engineers. English	-	Pak. Rs. 400

Course or Seminar	General description	Organizer, Venue	Coursework Date: Duration	Qualification: Language: Level	Last date for registration	Fee
Management	Management by objectives deals with the setting of specific objectives in the key result areas: (a) for the company as a whole; (b) for each unit of the company; and (c) for each individual manager and planning the achievement of these objectives. The MBO programme has been designed to provide a practical step approach as to how this concept can be adopted.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice each year 1 week	Open to managing directors, departmental and functional heads, and other senior executives. English	-	Pak. Rs. 500
Management development	Course reviews in considerable depth selected phases of management to develop an analytical approach to the practical problems of management, to stimulate and provide direction for the self-development of managers and to encourage continual improvement in the competence, efficiency and effectiveness of management personnel.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Middle level managers. English	-	Pak. Rs. 500
Market and sales forecasting techniques	The objective is to impart quantitative and qualitative skills relevant to sales forecasting problems for industrial companies in Pakistan. Participants will discuss and work on practical case problems demonstrating the use of short-term and long-term forecasting techniques.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level executives. English	-	Pak. Rs. 500
Marketing	The purpose of this programme is to impart modern marketing knowledge, to discuss marketing decision-making skills, and to analyse marketing problems. The course will deal with the theory and analysis of problems in the following areas: advertising and sales promotion, physical distribution, field selling and sales management pricing, marketing organisation and planning.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level marketing executives. English	-	Pak. Rs. 400
Marketing new products	The course objective is to find methods for dealing with the planning, marketing and introduction of new products in consumer and industrial fields. The programme will cover issues such as market analysis, demand potential, financial feasibility, advertising and sales promotion and the application of modern decision-making techniques in formulating marketing strategies and plans.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level marketing executives. English	-	Pak. Rs. 400
Office organization and methods	Over-all efficiency of industrial and business enterprises is closely linked with office efficiency. It is, therefore, necessary that while we emphasize on improving operational efficiency of the industrial plants, efficiency in the offices must be improved.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	3 times yearly 1 week	Office managers and administrators of industrial plants. English	-	Pak. Rs. 400
Production management	Production management aims at making optimum utilization of the production resources with a view to reducing cost of production while maintaining quality standards. This course provides an opportunity for technical personnel to discuss ways and means to make better utilization of such resources as men, materials and machines.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Production executives. English	-	Pak. Rs. 400
Supervisory development	A supervisor plays a vital role in making management policies practical and productive. The course content includes basic principles of management, human relations, and the improvement of managerial performance.	Pakistan Institute of Management (PIMC), Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 2 weeks	Supervisory personnel. English	-	Pak. Rs. 500

Objectifs	Contenu	Langue	Qualification	Durée	Coût
Formation technique dans l'industrie	Les autorités polonaises offrent des cours à l'initiation des techniciens de diverses industries: fabrication de matériel et d'instruments électriques (5 à 10 mois); méthodes de fonderie (3 à 8 mois); alimentation en électricité pour l'industrie métallurgique (6 à 10 mois); fabrication de la fonte (6 à 10 mois); réparation et entretien du matériel de fonderie (6 à 10 mois); construction de machines utilisées dans l'industrie du bâtiment (3 à 8 mois); industrie des constructions navales (6 à 10 mois); industrie chimique (6 à 10 mois).	Polonais	Enseignement technique supérieur. Spécialisation et expérience dans l'industrie choisie. Anglais, français ou allemand	Variable	A convenir
Industrie	En coopération avec les centres universitaires et divers instituts d'enseignement supérieur de Roumanie des cours peuvent être organisés dans les branches suivantes: cybernétique, calcul économique, statistiques (Académie des études économiques); génie civil (instituts polytechniques); construction (Institut des constructions); pétrole et gaz naturel (Institut polytechnique de Galati); machines et outillage de construction.	Diverses établissements d'enseignement Roumanie	Formation supérieur Anglais, français ou italien	1 mois au moins	-
Formation des chefs d'entreprise	Gestion administrative, comptable, commerciale et financière. Les stages de formation sont organisés à la demande des entreprises, avec un programme annuel.	Association pour la Formation au Sénégal (AFORS) 3 Bd. Pineat Laprade, B.P. 322, Dakar, Sénégal	Séminaires de présentation des candidats par une entreprise, ou un organisme de promotion. Français	4-8 jours ou cours de plusieurs mois, à raison d'une ou plusieurs demi-journées par semaine. A fixer	Variables suivant les enseignements
Financial information for non-financial managers	Financial management; balance sheet, trading and profit and loss account; cost accounting; profit planning; product profitability; budgeting; inventory control; investment decisions; taxation.	National Institute of Management, 7 Station Road, Colombo 3, Sri Lanka	Senior and middle level managers in industry. English	7 July 1976 2 weeks	Rs.250
Industrial law and industrial relations	Socio-economic background to the evolution of industrial law in Sri Lanka; economic determinants of employment and wages; salary administration; organizational behaviour; financial and non-financial incentives; work rules and disciplines; domestic disciplinary inquiry; evolution of industrial relations in Sri Lanka; collective and productivity bargaining; labour legislation.	National Institute of Management, 7 Station Road, Colombo 3, Sri Lanka	Senior and middle managers. English	7 July 1976 2 weeks	Rs.250
Production supervisors' training programme	Work of a first line manager; role of the production department; work organization and control techniques; motivation and leadership; discipline; communications and record systems; objective setting; techniques of cost control; training; safety.	National Institute of Management, 7 Station Road, Colombo 3, Sri Lanka	Supervisors engaged in production activities. Sinhala	10 March 1976 1 week	Rs.125
Analysis instrumental	Fluorometría, cromatografía de difusión-exclusión, espectrofotometría IR, cromatografía gaseosa, espectrofotometría UV, análisis elemental cuantitativo.	Instituto Nacional del Carbon y sus Derivados, Plaza B. Parafisc 1, Zaragoza, España	Título superior Español	Enero y febrero 1976 1 semana	5.000Ptas cursillo

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
Environmental management	To present the current "state of the art" in environmental management, including legislation, environmental pressures and environmental assessment methodologies. To provide an opportunity for discussion and experience sharing between participants from governments and industry.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	19 January 1976 2 weeks	Environmental coordinators and others with managerial environmental responsibilities such as project managers, planners, national and international civil servants. English	2 weeks before start of course	S. Frs. 5,000
Financial management	To provide insight into the changing environment's impact on financial decision. To analyse some of the pressing issues in financial management in the multinational firm. To explain concepts and techniques taken from research and practice in financial management. To exchange experiences in successful decision making and counselling.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	29 March 1976 2 weeks	Decision makers and advisors in finance engaged in international operations. English	2 weeks before start of course	S. Frs. 5,000
Industrial marketing management	To relate marketing management to the over-all management process, especially through integration with corporate planning. Major marketing subjects, particularly in the context of industrial marketing. Issues specific to multinational corporations.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	Twice annually 15 March and 3 May 1976 2 weeks	Managers with responsibilities in marketing management, particularly internationally. English	2 weeks before start of course	S. Frs. 5,000
Management of research and development	To provide managers with a better understanding of the interaction between the firm's innovating function and the international environment.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	28 June 1976 2 weeks	Significant responsibilities in research and development. English	2 weeks before start of course	S. Frs. 5,000
Multinational corporate planning	To strengthen the manager's beliefs concerning the potential impact of planning on the organization. To identify factors which enhance successful planning. To provide the manager with a user's view of planning methodology. To identify and assess the environmental inputs to the process of strategy formulation.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	28 June 1976 2 weeks	Corporate planners and others with direct interest in subject. English	2 weeks before start of course	S. Frs. 5,000
Multinational corporations	Current thinking on the major social, political and economic expectations about multinational corporations. To examine some of the reasons for recent attacks on the MNC for social irresponsibility. To provide a basis for developing action plans which will permit management to take initiatives and/or respond more efficiently to the challenges of its many roles in various settings.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	22 November 1976 2 weeks	Vice-presidents, directors or managers of public affairs or government relations, urban or environmental affairs, and social affairs. English	2 weeks before start of course	S. Frs. 5,000
Senior executives	To help senior executives respond more effectively to the evolving challenges of multinational business. To examine crucial factors influencing corporate strategy and structure such as monetary and trade issues, inflation, social problems, technological change and government restraints. To suggest options for innovative strategic and structural responses on an international level.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	Twice annually January and June 1976 1 week	Company presidents and vice-presidents, directors of major subsidiaries. English	2 weeks before start of course	S. Frs. 5,500
Financial management	The major objectives of the sessions are to enable the non-financial executives to: review recommendations, studies and analyses prepared by the financial staff; understand the financial implications of requests or recommendations coming from their own area, such as marketing, production, and operations research; generally appreciate the importance of their own inputs to financial analysis.	INMIS Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Second half of November 1976 5 days	Middle and senior company executives working outside the financial area. Bankers and others who wish to improve their understanding of the businessman's approach to financial issues. English	-	S. Frs. 2,500

Course or Seminar	Course Description	Organizer; Venue	Duration	Qualification; Language; Prerequisite	Last date for registration	Fee
Questions de l'entreprise	A discussion.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Suisse	April 1976 5 jours	Dirigants et cadres supérieurs. Français	-	A discuter
Management planning and control systems	The essential characteristics of successful planning and control systems with particular focus on several areas of current concern to senior executives in multinational or multi-divisional companies. Emphasis of the programme will be on such issues as: adapting strategic planning in a rapidly changing environment; satisfying the conflicting organizational requirements in multi-unit enterprises; incorporating the impact of inflation in the design and implementation of planning and control systems.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Middle of March 1976 10 days	Staff or line executives responsible for the development and implementation of the planning and control functions. English	-	S. Fr. 3,000
Marketing	The appropriate role for the salesman and line sales managers in their firm's marketing strategy; appropriate ways of recruiting, selecting, compensating, controlling and influencing salesmen; and the role of policies, organizational climate, and managerial style in the management of salesmen. This seminar will deal with two major failings in sales management today: the gap between marketing strategy and sound sales management system and enlightened implementation through the application of behavioural insight and understanding.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Last week in November 1976 5 days	First and second level managers having direct responsibilities for their firm's selling efforts regardless of the product or service sold. English	-	S. Fr. 2,500
Marketing management	Rapidly changing environmental forces have generated new pressures on the management of the marketing function. These pressures heighten the need for more sensitive, rigorous analysis and planning than ever before. The aim of the seminar is to: give better focus to the concepts and techniques that managers will need to capitalize on the opportunities emerging from market changes; to improve the managers' skills for better decision-making and handling of the human aspects for the implementation of new programmes.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Late March 1976 2 weeks	Experience in the field of marketing. English	-	S. Fr. 3,500
Production and operations management	The seminar will deal with (1) some of the major and newer concepts of production and operations management; (2) The role of management science and the computer; (3) the importance of financial data in the planning and control of operations; (4) the development of human resources; and (5) the relationship between manufacturing policy and corporate strategy.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Early May 1976 2 weeks	Managers with experience in production and operations management. English	-	S. Fr. 3,500
Business planning	To provide executives and planners with effective tools for long-range planning and short-term planning; special emphasis will be given to practical formulating of company plans.	Management Development and Productivity Centre, Tello Bldg., Mubajerin, Damascus, Syrian Arab Republic	January 1976 1 week	Senior and middle management in industrial enterprises. Arabic	December 1976	-
Maintenance management	Scheduled maintenance; work measurement in maintenance; maintenance procedures and techniques.	Management Development and Productivity Centre, Tello Bldg., Mubajerin, Damascus, Syrian Arab Republic	April 1976 2 weeks	Maintenance engineers. Arabic	1 month in advance	-

Course or Seminar	General description	Organiser, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	Detailed study of the main functions of management with particular stress on planning and organization.	Management Development and Productivity Centre, Tello Bldg., Mubajerin, Damascus, Syrian Arab Republic	April 1976 10 days	Chief executives or their immediate subordinates. Arabic	March 1976	-
Network planning	Detailed study of critical path methods with general introduction to P.E.R.T and P.E.M.T./Cost.	Management Development and Productivity Centre, Tello Bldg., Mubajerin, Damascus, Syrian Arab Republic	February 1976 10 days	Middle management with engineering background. Arabic	January 1976	-
Management development	General management, finance, marketing, personnel, and production.	Thailand Management Association, 308 Silom Rd., Bangkok 5, Thailand	To be arranged 1-3 days	Members and non-members. Thai and English	To be arranged	To be arranged
International marketing	The various factors that affect marketing decisions taken on a global scale. In particular: comparative market research; market segmentation in world markets; market profile analysis; standardization and differentiation policies; promotional decisions; international distribution; pricing problems; organization for international marketing; international communications.	Ashridge Management College, Berkhamstead, Hertfordshire, HP2 1NS, United Kingdom	May and September 1976 1 week	Marketing and sales executives of international and multi-national companies. English	-	£265+VAT
General management	Management principles and practice; specialist management subjects (1) marketing, (2) management and (3) management accounting.	British Institute of Management, Management House, Parker Street, London W2B 5PT, United Kingdom. (Oxford)	To be arranged 2 weeks	Middle management experience. English	-	£340 approx.
General management	The job of a senior executive; how he spends his time, how he recognises problems, and the opportunities for change; aspects of over-all corporate planning and performance in marketing, finance, man management and logistics; short and long-term objectives.	British Institute of Management, Management House, Parker Street, London W2B 5PT, United Kingdom in association with the Oxford Centre for Management Studies. (Oxford)	November 1976 1 week	Senior management responsibility. English	6 weeks before start of course	£240-300
Communication	Intensive course at improving communication in a work environment. The individual improves his communication; knowledge by establishing performance standards in every aspect; skills by practising how to present information, gain co-operation and stimulate action; attitude by gaining in self-confidence and developing a more positive approach; behaviour by developing an in-built understanding of the communication process which influences all his interpersonal activities.	Cargill Attwood International, 11/12 The Green, London W5 5SA, United Kingdom	To be announced 5 days	Managerial responsibility. English	-	To be arranged
Management	Insight into the techniques in, and concepts of professional management. Covers: planning for results, organising, motivating people, controlling performance, communicating for understanding, operating effectively and leading to achieve task, group and individual needs.	Cargill Attwood International, 11/12 The Green, London W5 5SA, United Kingdom	To be announced 1 week	Managerial responsibility. English	-	To be arranged

Course or Seminar	Course Description	Organiser, Venue	Commencing Date	Qualification/Length of Programme	Less fees for students of organisations	Fees
Applied stochastic processes	Random signal analysis; process identification with step, sine, pseudo-random binary test signals; spectral analysis; sampling and windowing; least squares, generalised least squares and maximum likelihood parameter estimation; model matching; practical applications of modelling and identification in the power, steel, mining and chemical industries.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	12 January 1976 2 weeks	University degree or college diploma in mathematics, science or technology. English	-	£50
Digital and analogue computing	Digital computing systems, peripheral devices, remote terminals; levels of programming languages; Fortran programming using ICL 1907 and COMPAC 4020 computers; analogue computing elements, mode control, peripheral devices; solution of linear differential equations; transfer function simulation; non-linear elements; logic control, iterative solutions; practical work and demonstrations using VMEC and IBM computers; numerical methods; simultaneous non-linear algebraic equations; predictor corrector; solution of partial differential equations.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	October 2 weeks	University degree or college diploma in mathematics, science or technology. English	-	£50
Optimal control and estimation	Application of the minimum principle and dynamic programming to processes with constraints and specified terminal conditions; computer solution of the two-point boundary value problem; optimal control of systems subject to deterministic and stochastic disturbances; estimation theory; applications.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	16 February 2 weeks	University degree or college diploma in mathematics, science or technology. English	-	£50
Trainer development	The participant works out how best to develop people on and off the job. In this practical workshop, participants learn how to prepare, implement and evaluate training programmes. The workshop covers modern instructional techniques and how to conduct group development sessions.	Industrial Trainers Ltd., 11-12 The Green, London W1 5NA, United Kingdom	To be arranged 5 days	... who are concerned with training and developing personnel. English	-	£120
Computers and systems analysis for production	Computer-based operations in production control, sorting and analysis applications, machine loading and the production of exceptions lists, computer procedure for analysing input in given applications, circumstances justifying the use of a computer in production control, case studies of economic applications of the computer, preparation of training programmes, investigatory studies on systems, data preparation, recent developments in computerized production control systems, computerized systems in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers.	-	From £80 to £1,200
Cost control and financial accounting for production	Principles of financial accounting, interpretation and appraisal of accounts, budgetary control and standard costing, financial control procedures, the basis of management information techniques, financial planning, cost control and financial planning in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers.	-	From £80 to £1,200

Course or Seminar	General description	Organizer, Venue	Commencing date	Qualification	Last date for receipt of applications	Fee
Materials management	The purchasing function, requirements scheduling, ordering and stock control, re-ordering, criteria, inventory control, inventory standards, inventory control reporting, progress control, information flow, stores management, organization and location of stores, stores records, stores checking, materials handling, handling methods and equipment, visual aids for problem presentation, control of internal transport.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £50 to £1,000
Organization and management for production	Principles and aims of the production organization, functions and responsibilities of production management, communication and effective control, resources available to the production manager, relationship of the production control function to its sales, design and distribution functions, labour management, welfare health and safety, financial aspects of manufacturing operations, interviewing and training techniques.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £50 to £1,200
Principles of factory management	Determination of manufacturing objectives and policies, locality, site selection, buildings, services, personnel availability, local regulations, maintenance, coordination of manufacturing processes, utilization of labour machinery and other resources, progress control, quality and cost control, responsibilities of departmental managers and supervisors, relationship between line and functional management, relationship between the functions of manufacturers, sales and distribution, purchasing, research and development, design, stock control and financial accounting. Communication of instructions, determination and allocation of tasks and the implementation of plans, control of performance.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Factory managers, shop supervisors and management trainees	-	From £80 to £1,200
Principles of office management	Planning and organizing clerical work and office procedures, determination and allocation of tasks and the implementation of plans, communication of instructions, control of performance, provision of office facilities, accommodation, furniture and equipment, office layout, heating, lighting and ventilation, office services relating to communication, recording, reproduction and computation, dictation and typing of correspondence, filing systems, office routines, clerical aspects of buying, receipt of goods, stock records, invoice certificates, documentation of packing and dispatch, use of work schedules and work measurement.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Departmental and office managers in industry and commerce and management trainees	-	From £80 to £1,200
Production and materials management using computers	The reality of materials management, cost and quality aspects of material control, basic principles of data processing, computer based production control operations, the design of a computerized system, the implementation of a computerized system, case studies in production control, computer operations in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200

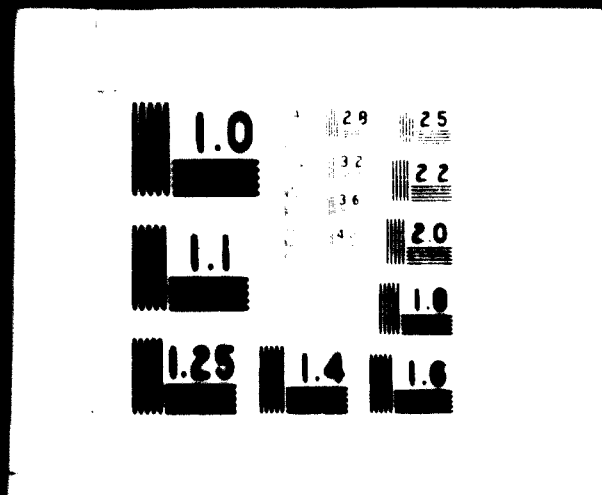
Course Number	General description	Organizer, Venue	Course Description	Qualification Level and requirements	Last date for receipt of applications	Fee
Production control	Selecting and training production control personnel, development of production control systems, materials and stock control, sales forecasting and the production plan, scheduling, shop loading, documentation of production control systems, capacity planning, batch sequencing, production control in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwickshire, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production planning and documentation	Design, development and manufacturing response to sales forecasts based upon market research, programming - critical paths, techniques for achieving over-all planning objectives, balancing resources against requirements. Pre-production planning, analysis of pre-production drawings, compilation of sequence and process layouts, forward ordering of materials, equipment and tooling, machine and labour utilisation, plant capacity, machine and shop loading, use of work measurement data, planning charts.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwickshire, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production planning and stock control	Production planning and materials procurement, ordering and stock control, requirements scheduling, materials handling, use and value of the computer, critical path networks, resource allocation, cost and quality aspects of production planning, production planning and stock control in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwickshire, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Statistics and operational research for production	Concepts of variability and distribution modes, methods of presentation and analysis, use of statistics to control production, application of sampling techniques, nature and scope of operational research techniques, simple mathematical models and graphical solutions to problems, application of linear programming and queuing theory to problems of resource allocation, distribution, transportation, scheduling and stock control, use of operational research to determine the optimum size of inventory, allocation of work to machines to minimize production time or manufacturing costs, preparation of minimum cost production plans.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwickshire, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production engineering	Design, maintenance, works engineering, management, quality, industrial sales, training and personnel, works management and production, work study, other engineering disciplines, general management including financial control, supervision, planning.	Production Engineering Research Association of Great Britain (PERA), Melton Mowbray, Leicestershire, LE13 0PE United Kingdom	Throughout year 1 to 20 days	Senior managers. English	-	To be arranged
Management	Actual problems faced by managers. Acquisition and improvement of skills in problem-solving, managerial leadership and work planning.	U Group Training Ltd., 11/12 The Green, London W5 5EA United Kingdom	To be arranged 5 days	Managerial responsibility. English	-	To be arranged



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Course or Subject	Course Description	Organizer, Venue	Commentary Date, Duration	Qualification: Language, Requirements	Last date for receipt of applications	Fee
Chemical engineering	Courses are given in "continuing education" in a large number of branches of chemical engineering.	American Institute of Chemical Engineers, 350 East 47th St., New York, N.Y. and other cities in the USA	February 1967	English		\$ 3
Applied statistics for the quality practitioner	Course for quality, reliability, testing, product safety, and related engineers and scientists. Familiarity with statistical concepts is presumed.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	April 1967, 5 days	English		\$
Management of quality costs	Aimed at quality and financial manager teams, all quality practitioners and operating personnel concerned with improved profitability through cost reduction in the quality sector.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	February 1967, 5 days	English		\$
Management of the inspection function	Organization, implementation, training, supervision, control, appraisal and reporting on the field of industrial activity normally called inspection and/or testing. The role of the inspection department in providing information for corrective action. Inspection managers will also develop an awareness of their economic responsibilities to their company with emphasis on calculating and controlling departmental costs.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	February 1967, 5 days	English		\$
Managing for quality	Principles, techniques, and practical considerations within the assurance sciences for the application of modern quality systems concepts. This course covers some of the basic principles of management, the steps needed in planning for quality improvement, the work elements inherent in producing any quality product or service for commercial and industrial customers, and the technology of problem-solving.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	January, February and May 1967, 5 days	English		\$
Quality audit-development and administration	Primarily for the quality manager, supervisor, and engineer, this basic management tool benefits all operating managers from procurement to sales and delivery.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	March 1967, 5 days	English		\$ 10
Quality engineering	This course provides the newly appointed quality engineer with the basics and tools of his profession, at the same time offering valuable updating of skills and knowledge for the seasoned practitioner. It also provides the quality manager, other engineers, and associated technical and manufacturing personnel with necessary input to more fully perform their duties and contribute as part of management's team.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53204, United States of America	February and April 1967, 5 days	English		\$ 10

Course Name	Description	Trainer	Duration	Language	Prerequisites	Cost
Recasting	All phases of metalcasting technology.	Cast Metals Institute, Golf and Golf Roads, Des Plaines, IL 60016, United States of America. Courses are conducted throughout the year in the United States, Canada and Mexico.	1-3 days	English	None	\$1500
Basic industrial development	Development concepts; regional economic; basic factors in development; techniques of industrial development.	Department of Continuing Education, Georgia Institute of Technology, Atlanta, Georgia 30332, United States of America	11 April - 15 days	English	None	\$3500
Trainer development	Curriculum design and development; a mixture of classroom instruction, individual materials development, and group discussion and critiques. Each participant studies analysis as a process, using a special multi-media kit, produces a job analysis-human activity analysis (JA-HA), plans a course, develops a course outline to the teaching point level (COT) and has these materials evaluated.	Education and Training Consultants Company, Box 49899, Los Angeles, California 90049, United States of America	To be arranged 5-7 days	English	Professional qualification. English	\$5000
Trainer development	Designing education and training systems; cover analysis, synthesis, modeling and simulation of problems in the education and training fields. Each participant selects a problem and models the solution, and follows with a simulation.	General Electric Co., Mela Park, Cleveland, Ohio 44115, United States of America	To be arranged 2-5 days	English	Professional qualification. English	\$1000
Commercial and industrial lighting	Basics of lighting; lighting research and visual comfort; light sources; lighting problems; aesthetics of lighting and lighting economics. Lighting energy management. Advanced courses.	Industrial Management Centre, 2541 River Oak Drive, Decatur, Georgia 30033, United States of America. (Lake Placid, New York)	June - 2 weeks	English	University degree. English	\$1000
Material handling management	Material handling, storage, warehousing, physical distribution.	Institute on Noise Control Inc., P. O. Box 3164, Bethlehem, Penn., United States of America	14-16 June 1974 3-5 days	English	Engineering degree. English	\$1000
Noise control	Noise measurement and control in industrial production.	Instrument Society of America, Central Arizona Section, 5600 E. Monte Rosa, Phoenix, AZ 85012, United States of America	1 February 1974 1 day	English	Bachelor's degree in engineering, or equivalent. English	\$1000
Measurement systems engineering	Interdisciplinary study of measuring systems of all kinds in all disciplines; the aim of the programme is to increase the productivity and cost-effectiveness in data acquisition systems and groups in the laboratory and in the field; features the new, unified approach to the engineering of measuring systems.	L.M. Kruger Associates Inc., 250 West 57th Street, New York, N.Y. 10017, United States of America	To be arranged	English or Spanish	Experience in measuring level measurement. English or Spanish	\$1000
Management training	Special programmes to be worked out for developing countries.	The Lincoln Electric Company, 22501 St. Clair Avenue, Cleveland, Ohio 44117, United States of America	5 days repeated every month	English	Training in design, engineering and production. English	\$1000
Welding and design	Latest production welding techniques. Design seminars on welding and structural applications.					

Metals technology

Casting, coating, corrosion, forging, high temperature alloys, machining, powder metallurgy, soldering and brazing, stainless steels, testing and inspection, tool steels, welding.

New York University,
Division of Business
and Management,
100 Third Avenue,
New York, N.Y. 10003,
United States of America

Five years, full-time,
graduate program,
leading to a M.S. degree
in Metallurgical
Engineering.

Packaging

Design, production and marketing problems.

New York University,
Division of Business
and Management,
100 Third Avenue,
New York, N.Y. 10003,
United States of America

Two years, full-time,
graduate program,
leading to a M.S. degree
in Packaging
Engineering.

Plastics technology

Production, design and marketing problems in plastics field.

New York University,
Division of Business
and Management,
100 Third Avenue,
New York, N.Y. 10003,
United States of America

Two years, full-time,
graduate program,
leading to a M.S. degree
in Plastics
Technology.

Plastics technology

The courses are specifically designed to give industrial personnel a familiarity and competence in dealing with the rapid changes taking place in the plastics industry - in materials, processes, equipment and applications.

Plastics Institute of
America Inc. at Stevens
Institute of Technology,
300 Linden Street,
Newark, New Jersey 07102,
United States of America.
At Stevens and fourteen
other universities and
institutes in the United
States of America

Two years, full-time,
graduate program,
leading to a M.S. degree
in Polymer
Technology.

Manufacturing industries

Basic Manufacturing (40 hours). Study of machine tool requirements; use of machine tools; jigs and fixtures for constant reproduction of units; quality assurance; basic technologies in machine shop, forge and press, foundry and assembly; including plant visitations to medium-sized manufacturing industries. Materials selection and control (15 hours). Manufacturing management (15 hours).

Society of Manu-
facturers, 1000 Park
Boulevard, New York, N.Y. 10017,
United States of America

One year, full-time,
graduate program,
leading to a M.S. degree
in Manufacturing
Engineering.

Management

Planning, supervising, controlling.

Stanford Graduate School
of Business Administration,
Palo Alto Consulting Group,
P.O. Box 1277, Palo Alto,
California 94301,
United States of America

Two years, full-time,
graduate program,
leading to a M.S. degree
in Management
Engineering.

Perceiving socio-political impacts on technology

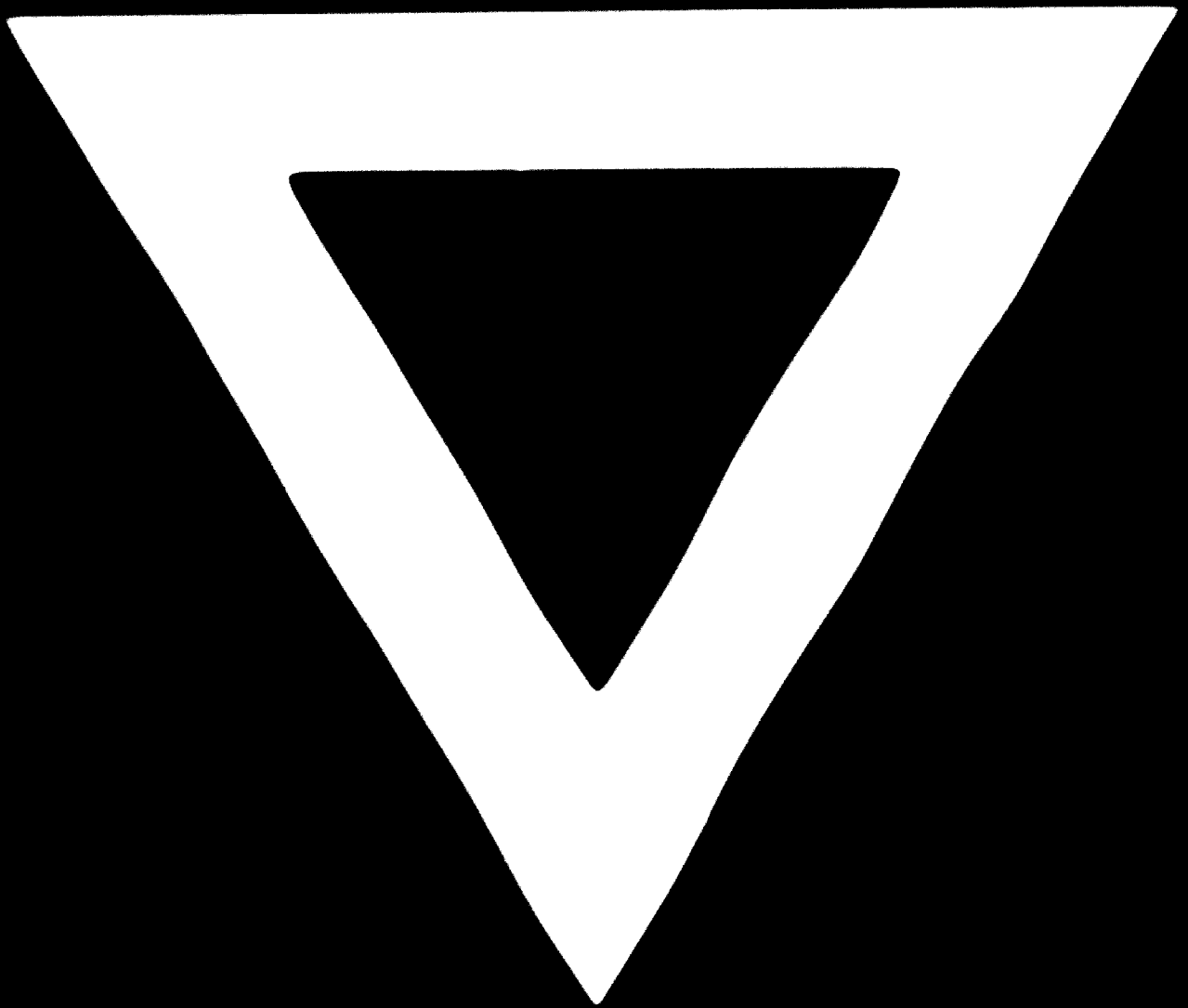
Methods of forecasting technical change and societal interactions. Dynamic models, trend extrapolation, Delphi, cross impact analysis, Scenario monitoring, structural analysis (relevance trees, morphological analysis, etc.). Methods of predicting social changes.

The Industrial
Management Centre, Inc.,
1411 West Ave.,
Austin, Texas 78701,
United States of America

Two years, full-time,
graduate program,
leading to a M.S. degree
in Industrial
Management.

Course Title	Description	Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	Duration	Requirements	Enrollment	Fee
Chemicals and Paper	Programme designed to provide an improved understanding of the basic factors controlling the present and potential uses of chemicals in the pulp and paper industry.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	July 5 days	No formal requirements. English	None, but enrollment limited	US\$70.00
Colloid Chemistry of Papermaking Materials	A course on the relation of modern colloid and surface chemistry to practical problems of behaviour of cellulosic and noncellulosic materials in the paper industry.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$60.00
Fibre Microscopy	A combined lecture and laboratory course covering the use of the microscope for the qualitative and quantitative identification of the source and treatment of the fibres used in manufacture of pulp, paper and paperboard.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	July 12 days	No formal requirements. English	None, but enrollment limited	US\$60.00
Paper chemistry	Summary to assist document examiners to understand the nature of paper and the selection and interpretation of modern analytical techniques as applied to paper.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	August 1 days	No formal requirements. English	None, but enrollment limited	US\$300.00
Paper chemistry	Workshop on practical analysis of specks and deposits related to pulp and paper manufacture. Emphasis will be placed on the use of the microscope and of chemical techniques available in mill laboratories, but there will also be an introduction to the use of instrumental methods for identification.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	August 3 days	No formal requirements. English	None, but enrollment limited	US\$300.00
Paper Conference for Printers	Programme covering those aspects of paper manufacturing and the properties of paper most important to a printer. Emphasis will be placed on the interrelationship of the various properties and the necessity for proper specifications.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	October 3 days	No formal requirements. English	None, but enrollment limited	US\$30.00
Paper Evaluation	Course dealing with the physical and optical properties of paper with emphasis on the principles and techniques of their measurement.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	April 5 days	No formal requirements. English	None, but enrollment limited	US\$60.00
Paper and Fibre Physics	The structure and physical properties of fibres and fibre mats are discussed with emphasis on the applicable theory. The course is designed for individual concerned with research in the development and applications of paper products.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$60.00
Recovery of Pulping Chemicals	A course covering the basic principles and operating problems of chemical recovery systems associated with the various pulping processes, with major emphasis on kraft recovery. The interrelationship of recovery systems to environmental problems will be highlighted.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	November 5 days	No formal requirements. English	None, but enrollment limited	US\$60.00
Surface Chemistry in the Paper Industry	Course covering those principles of surface chemistry most important in the paper industry. Emphasis will be placed both on a sound understanding of the principles and on their applications to such practical problems as interfibre bonding, wettability, sizing, drainage, re-ention, adhesion, foam and pitch.	The Institute of Paper Chemistry, P.O. Box 1045, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$60.00

Course or Seminar	General Description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Food microbiology	<p>This course provides training in the microbiology of food, covering the examination of food, control of micro-organisms in the laboratory work, the control of food, and the control of food in the home. The course is held at the University of London, Gower Street, London WC1E 6BT.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>
T6 seminar in science writing - FEPT	<p>This seminar is intended to help scientists to write more effectively. It is held at the University of London, Gower Street, London WC1E 6BT.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>
Management and industrial administration	<p>Training of pre-graduate management students. General management including personnel, production and financial management; corporate planning; organizational development; development of human resources; company appraisal; recruitment and selection of personnel; motivation. For details see prospectus.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>
Management and industrial administration	<p>Training of managers of industrial and commercial enterprises. General management; production and financial management; marketing and financial management; management accounting and profit planning; production and export marketing; financial management; production scheduling and control; management information systems; corporate planning; organizational development; product development and labor relations; motivation and working with people; worker participation in developing countries.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>
Participative management	<p>For authorities, managers and supervisors in industry an enrichment programme on participative management. For details see prospectus.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>
Training in industry	<p>The Yugoslav authorities are prepared to organize individual or group programmes in management training and in various processing industries.</p>	<p>University of London, Gower Street, London WC1E 6BT.</p>	<p>1978, 10-12 October, 3 weeks</p>	<p>None</p>	<p>1978, 10-12 October</p>	<p>None</p>



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